

Word - Basics

The Word Screen
Menus & Toolbars
Task Panes
Right-click & Keyboard Shortcuts
Use Help
Create a New Document
Save a New Document
Close a Document
Open an Existing Document
Save Changes to a Document
The Save As Command
Templates
Create a Template
Layout Views
Zoom
Multiple Documents

Word - Text

Select Text
Delete & Insert Text
Select and Replace Text
Find and Replace Text
Cut and Paste Text
Copy and Paste Text
The Office Clipboard
Move and Copy with Mouse
Undo and Redo
Font Type
Font Size
Bold and Italics
Underline
Font Color
Symbols
Highlight Text
The Format Painter

Word - Paragraphs

Paragraph Alignment
Line Spacing
Paragraph Spacing
Paragraph Indents
Bulleted Lists
Numbered Lists
Change List Type
Delete Lists
Tabs on the Ruler
The Tabs Dialog Box
Paragraph Borders
Background Color and Shading

Word - Pages & Print

Page Margins
Page Size
Page Orientation
Page Alignment
Page Numbers
Page Breaks
Envelopes
Labels
Page Borders
Spelling and Grammar
The Thesaurus
Word Count
Print Preview
Printing
Send a Document by Email

Excel - Basics

The Excel Screen
Worksheets & Workbooks
Create a New Workbook
Save a New Workbook
Save Changes to a Workbook
The Save As Command
The Cell Pointer
Cell References in Name Box
The Formula Bar
Size Views
Use the Split Bar
Move to a Specific Location
Find Labels and Values

Excel - Formulas & Edit

Select Cell Ranges
Select Rows and Columns
Select a Worksheet
Basic Formulas & Operators
AutoFill
AutoSum
Named Cells & Ranges
Absolute & Relative References
AutoComplete & Pick List
Edit Text in a Cell
Replace Cell Contents
Cut and Paste Cell Contents
Copy and Paste Cell Contents
Paste Special Command
Move and Copy with the Mouse
Fill Same Data in Cell Range
Insert Cells, Rows & Columns
Delete Cells, Rows & Columns
Cell Comments

Excel - Format Worksheets

Format Fonts
Format Values
Format Dates & Times
Row Height & Column Width
Cell Alignment
Cell Borders
Cell Color & Shading
AutoFormat
Number Formats
Merge & Split Cells
Text Orientation & Alignment
Text Direction
Wrap Text

Excel - Manage & Print

Switch between Worksheets
Insert & Delete Worksheets
Rename Worksheets
Move Worksheets
Worksheet Tab Color
Split a Worksheet
Freeze Columns & Rows
Hide Columns, Rows, & Worksheets
Protect Workbooks
Reference External Data
Page Preview
Print Preview
Headers & Footers
Print Areas
Page Breaks
Page Margins & Orientation
Print Titles
Print Gridlines
Paper Size
Print Scale
Page Print Order