

### Word - Basics

The Word Screen  
The Ribbon  
The File Tab  
Quick Access Toolbar  
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  
Paste Options  
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  
Tabs Ruler  
Paragraph Borders  
Background Color

### Word - Pages & Print

Page Margins  
Page Size  
Page Orientation  
Page Alignment  
Page Numbers  
Page Breaks  
Envelopes  
Labels  
Page Borders  
Page Background  
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  
Enter Data  
Save a New Workbook  
Save Changes to a Workbook  
Active Cell & Cell References  
The Formula Bar  
Size Views  
Split Bar  
Move to a Specific Location  
Find Labels and Values

### Excel - Formulas & Edit

Select Cell Ranges  
Non-Adjacent Cell Ranges  
Select Rows & Columns  
Select a Worksheet  
Basic Formulas  
AutoFill  
AutoSum  
Absolute & Relative References  
Named Cells & Ranges  
Common Functions  
AutoComplete  
Replace Cell Contents  
Edit Data in a Cell  
Move and Copy with the Mouse  
Cut and Paste Cell Contents  
Copy and Paste Cell Contents  
Paste Special  
Insert Cells, Rows & Columns  
Delete Cells, Rows & Columns  
Cell Comments

### Excel - Format Worksheets

Format Labels  
Format Numbers  
Format Dates & Times  
Column Width  
Row Height  
Cell Indents  
Horizontal Cell Alignment  
Cell Borders  
Cell Color  
Conditional Formatting  
Merge & Split Cells  
Wrap Text  
Text Orientation  
Vertical Cell Alignment

### Excel - Manage & Print

Switch Worksheets  
Insert Worksheets  
Delete Worksheets  
Rename Worksheets  
Move & Copy Worksheets  
Worksheet Tab Color  
Freeze Worksheet Panes  
Hide Columns, Rows & Sheets  
Protect Worksheets & Workbooks  
Reference External Data  
Headers & Footers  
Print Areas  
Page Break Preview  
Margins & Orientation  
Print Titles  
Print Gridlines  
Page Print Order  
Print Scale  
Print Preview