

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