



## MS Excel I: Introduction to Excel 2013/2016

Sub-Topic 1	Understanding the Workbook
Description	The work you do in Excel, an accounting program for the computer, is performed in a workbook file, which appears in its own window.
Sub-Topic 2	MS Excel Document Window
Description	Identify the parts of the Excel window
Sub-Topic 3	Cell References
Description	In Excel, a cell reference identifies the location a cell or group of cells in the worksheet. Cell references are used in formulas, functions, charts, and other Excel commands.
Sub-Topic 4	Selecting in The Worksheet
Description	On a worksheet, you can select cells, ranges, rows, or columns to format the data in the selection, or to insert other cells, rows, or columns.
Sub-Topic 5	Types of Data in Cells
Description	Data type refers to the characteristics of the information stored in a worksheet cell i.e. Labels, Constants and Formulas
Sub-Topic 6	Entering Data in Cells
Description	You can enter numbers, text, dates, or times. You can format the data in a variety of ways.
Sub-Topic 7	Data Alignment in Cells
Description	By default, in Excel, numbers and formula results are right aligned in a cell while text data - such as headings and labels are left aligned.
Sub-Topic 8	Editing in Cells
Description	By default, you can edit the contents of a cell directly in the cell. You can also edit the contents of a cell in the formula bar.
Sub-Topic 9	Save a lot of time and effort with data entry
Description	Time savings data techniques for excel