

Excel Spreadsheet Checklist

Introductory Level

- Creating a new spreadsheet
- Worksheet and workbook explanations
- Accessing templates
- Opening a spreadsheet
- Adding toolbars
- Page setup
- Resizing columns/rows
- Inserting/deleting columns/rows
- Alignment
- Borders and shading
- Entering data
- Auto fill
- Simple sort, and reverse sort
- Performing calculations
- Cell identification
- Auto sum
- Simple formulas
- Saving
- Printing

Intermediate Level

- Relative cell references
- Absolute cell references
- Exploring AutoFill
- Exploring AutoSum
- Creating templates
- Creating charts
- Editing charts
- Advanced sort
- Linking spreadsheet contents with other spreadsheets, other programs
- Exporting files

Charts

- Exploring all details of charts
- Pie, Columnar, line
- Merging two chart details
- Customizing each detail of charts