

### ■ Navigation:

- The Ribbon
- Office Button
- Quick Access Toolbar
- Title Bar and Status Bar
- Formula Bar

### ■ Worksheets

- Rows, Columns, and Cells
- Moving around a Worksheet
- Entering, Editing, Clearing, and Deleting Data
- Inserting and Deleting Rows and Columns
- Saving, Closing, and Opening

### ■ Using Formulas and Functions

- Add, Subtract, Multiply, and Divide
- Formulas vs. Functions
- Using Predefined Functions

### ■ Formatting Text

- Changing Font type, color, size
- Using Color
- Borders

### ■ Printing

- Print Preview
- Setting Print Area
- Margins