

Introduction to Excel 2013 - Part 2									
Indian Prairie Library - Ron Scharping - Instructor									
Cell Formating									
Font									
Face, Size, Color, Bold, Italic, Underline									
Alignment									
Horizontal - Left, Center, Right									
Vertical - Top, Center, Bottom									
Number									
Currency, Percent, Accounting, Decimal Places									
Fill									
Border									
Menu tab "File"									
Save									
Save As									
Open									
Close									
Recent									
New									
Print									
Selection									
Layout									
Orientation - Portrait, Landscape									
Margins									
Page Setup - Page, Margins, Header/Footer, Sheet									
Scaling									
Addresses - Relative, Absolute									
Contextual Tabs									
Tables									
Sort/Filter									
Hide/Unhide									
Charts									
Type - Line, Column, Pie									
Functions									
Sum, Average, Now, Today									
Resources									
Excel tutorials available in Learning Express Library database found at ww.ippl.info under <i>Research</i>									