

## CHAPTER OVERVIEW

### 6: Microsoft Excel Basic Skills

#### Learning Objectives

- Using Excel
- Basic Formatting and Layout
- Basic Formatting and Layout

6.1: Why It Matters- Microsoft Excel Basic Skills

6.2: Introduction to Using Excel

6.3: Creating a New Workbook

6.4: Entering Data

6.5: Introduction to Basic Formatting and Layout

6.6: Table Styles

6.7: Cell Styles

6.8: Cell Format

6.9: Comma Styles

6.10: Rearranging Tables

6.11: Changing Width of Columns and Rows

6.12: Introduction to Using Multiple Worksheets

6.13: Creating a Workbook with Multiple Worksheets

6.14: Putting It Together- Microsoft Excel Basic Skills

6.15: Assignment- Organize Sales Data

6.16: Discussion- Merging and Centering Cells

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