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the font in a cell"; "Borders"; "To set the border format of cells";
"Patterns"; "To set a pattern for cells or ranges"; "The Protection
tab"; "Using the Toolbar"; "Column Width"; "To set the width of all
columns in the worksheet"; "To set the width of one column"; "To set
the width of a RANGE of columns"
"To have Excel set the width of the column (AutoFit) to accom"
Inserting rows and columns"; "To insert COLUMNS into a
spreadsheet"; "Inserting a ROW into a spreadsheet"; "Using the
Keyboard shortcuts"; "Applying the Knowledge"; "Lesson Review";
"Review Questions"; "Review Answers"; "UNIT ONE Chapter Four:
Working with Content and Selecting C"; "Methods of Selecting";
"Selecting cells using the I-beam pointer"; "To select cells using the
keyboard"; "To select an entire worksheet"; "To deselect text";
"Selecting Ranges"; "Select a range using the keyboard"
"Moving cells""To Move a single cells content"; "To Move multiple
cells"; "Copying cells"; "To Copy a single cells content"; "To Copy
multiple cells"; "Find and Replace"; "To Find specific content"; "To
Replace content"; "Shortcut Menus"; "Lists"; "To create a lists";
"Applying the Knowledge"; "Lesson Review"; "Review Questions";
"Review Answers"; "UNIT ONE Chapter Five: Formulas and
Functions"; "Mathematical Operators"; "Entering Formulas";
"Subtraction"; "Functions"; "Categories of Functions"; "Function
Examples"; "Average Function"
"Observe the formula"
