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Microsoft Excel 2013 - Level 1

Course Overview

With basic computer skills, it's likely that you are comfortable using a computer to perform basic tasks. Instead of using paper or a calculator, it's time to think about using the computer to store and manipulate data in electronic format. When you are manually calculating and recording data on paper, you must recalculate every time that you add new data. If you are working with large volumes of data, by the time you have recalculated the new set of data, the paper based sheets can be practically illegible, forcing you to create a new copy each time that data changes. Updating data in an Excel worksheet is fast and easy. All you need to do is insert the new data and configure the sheet so that calculations are updated whenever the data changes. Storing your data in Excel also enables you to run reports on the data, perform calculations, print your work to share with others, and much more. In this course, you will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that you can use to store, manipulate, and share your data. You can also use this course to prepare for the Microsoft Office Specialist (MOS) certification exams for Microsoft Excel 2010.

Target Audience

Basic computer skills

Prerequisites

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 7 environment, and be able to use Windows 7 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Duration

1 Day

Course Outline

Module 1: Getting started with Microsoft ® Excel® 2013

- Identify the elements of the Excel interface
- Create a basic worksheet
- Use the help system

Module 2: Performing calculations
- Create formulas in a worksheet
- Insert functions in a worksheet
- Reuse formulas

Module 3: Modifying a worksheet
- Manipulate data
- Insert, manipulate and delete cells, columns and rows
- Search for and replace data
- Spellcheck a worksheet

Module 4: Modifying a worksheet
- Modify fonts
- Add borders and color to cells
- Apply number formats
- Align cell contents
- Apply cell styles

Module 5: Printing workbook contents
- Define the basic page layout for a workbook
- Refine the page layout and apply print options

Module 6: Managing large workbooks
- Format worksheet tabs
- Manage worksheets
- Manage the view of worksheets and workbooks

Module 7: Customizing the Excel environment
- Customize general and language options
- Customize formula options
- Customize proofing and save options
- Customize the ribbon and quick access toolbar
- Customize the functionality of Excel by enabling add-ins
- Customize advanced and trust center options