

Microsoft® Office Excel® 2013: Part 1

Course Specifications

Course Length:

1 day

Course Description

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® 2013 to create spreadsheets and workbooks that you can use to store, manipulate, and share your data.

Target Student:

This course is intended for people who want to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and develop worksheets.

Course Content

Lesson 1: Getting Started with Microsoft® Excel® 2013

Topic A: Identify the Elements of the Excel Interface

Topic B: Create a Basic Worksheet

Topic C: Use the Help System

Lesson 2: Performing Calculations

Topic A: Create Formulas in a Worksheet

Topic B: Insert Functions in a Worksheet

Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic A: Manipulate Data

Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows

Topic C: Search for and Replace Data

Topic D: Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

Topic A: Modify Fonts

Topic B: Add Borders and Color to Cells

Topic C: Apply Number Formats

Topic D: Align Cell Contents

Topic E: Apply Cell Styles

Lesson 5: Printing Workbook Contents

Topic A: Define the Basic Page Layout for a Workbook

Topic B: Refine the Page Layout and Apply Print Options

Lesson 6: Managing Large Workbooks

Topic A: Format Worksheet Tabs

Topic B: Manage Worksheets

Topic C: Manage the View of Worksheets and Workbooks

Lesson 7: Customizing the Excel Environment

Topic A: Customize General and Language Options

Topic B: Customize Formula Options

Topic C: Customize Proofing and Save Options

Topic D: Customize the Ribbon and Quick Access Toolbar

Topic E: Customize the Functionality of Excel by Enabling Add-Ins

Topic F: Customize Advanced and Trust Center Options