

1 Days

## 55130A: Introduction to Microsoft Excel 2013

This Microsoft Excel 2013 Introduction course is designed for students who want to gain the necessary skills of creating, editing, formatting, and printing basic Microsoft Excel 2013 worksheets. This course will prepare students to appear for the MOS: Microsoft Office Excel 2013 certification exam 420.

Completion of the course equips the participants with the following skill set:

- Creating basic worksheets using Microsoft Excel 2013.
- Modifying an Excel worksheet.
- Performing calculations in an Excel worksheet.
- Managing Excel workbooks.
- Modifying the appearance of data within a worksheet.
- Printing the content of an Excel worksheet.

## Course Details

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### Course Outline

#### Module 1: Create a Microsoft Excel Workbook

- Start Microsoft Excel
- Create a Workbook
- Save a Workbook
- The Status Bar
- Add and Delete Worksheets
- Copy and Move Worksheets
- Change the Order of Worksheets
- Split the Worksheet Window
- Close a Workbook

#### Module 2: The Ribbon

- Tabs

- Groups
- Commands

### **Module 3: The Backstage View (The File Menu)**

- Introduction to the Backstage View
- Open a Workbook
- New Workbooks and Excel Templates
- Print Worksheets
- Add Your Name to Microsoft Excel
- Manage Workbook Versions

### **Module 4: The Quick Access Toolbar**

- Add Common Commands
- Add Additional Commands with the Customize Dialog Box
- Add Ribbon Commands or Groups
- Placement

### **Module 5: Enter Data in Microsoft Excel Worksheets**

- Enter Text
- Expand Data across Columns
- Add and Delete Cells
- Add an Outline
- Add a Hyperlink
- Add WordArt to a Worksheet
- Use AutoComplete
- Enter Numbers and Dates
- Use the Fill Handle

### **Module 6: Format Microsoft Excel Worksheets**

- Select Ranges of Cells
- Hide Worksheets
- Add Color to Worksheet Tabs
- Add Themes to Workbooks
- Add a Watermark
- The Font Group
- The Alignment Group
- The Number Group

### **Module 7: Us Formulas in Microsoft Excel**

- Math Operators and the Order of Operations
- Enter Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copy Formulas and Functions
- Relative, Absolute, and Mixed Cell References

### **Module 8: Work with Rows and Columns**

- Insert Rows and Columns
- Delete Rows and Columns
- Transpose Rows and Columns
- Set Row Height and Column Width
- Hide and Un-Hid Rows and Columns
- Free Panes

### **Module 9: Edit Worksheets**

- Find
- Find and Replace
- Use the Clipboard
- Manage Comments

### **Module 10: Finalize Microsoft Excel Worksheets**

- Set Margins
- Set Page Orientation
- Set the Print Area
- Print Scale (Fit Sheet on One Page)
- Print Heads on Each Page/Repeat Headers and Footers
- Headers and Footers

### **Module 11: Microsoft Excel 2013 New Features**

- One Workbook Per Window Feature
- Use Flash Fill

## **Who Should Attend**

This course is beneficial for students who have little or no familiarity with Microsoft Excel 2013 or more experienced Excel users who are interested in learning the topics covered in this course on the 2013 interface.

## Pre Requisite

Before attending this course, a candidate must be:

- Familiar with using a personal computer, mouse, and keyboard.
- Comfortable in the Windows environment.
- Able to launch and close programs, and navigate to information stored on the computer.

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