Microsoft® Office Excel 2013: Level 1

Training Course Content

Course Objective: Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this level is right for you.

What's New in 2013: Did you know that Excel will automatically complete cell entry for you when it detects a pattern? Learn more about flash fill and other new features. Excel is packed with exciting new templates and features to make your workload easier.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Creating a Basic Worksheet

Topic 1A: Explore the User Interface
Topic 1B: Update a Workbook's Properties
Topic 1C: Navigate and Select Data in Excel
Topic 1D: Enter Data and Save a Workbook
Topic 1E: Customize the Quick Access Toolbar
Topic 1F: Obtain Help
Topic 1G: Use Microsoft Office Templates

Lesson 2: Performing Calculations

Topic 2A: Calculate with Formulas
Topic 2B: Calculate with Functions
Topic 2C: Copy Formulas and Functions
Topic 2D: AutoFill Options and Series List

Lesson 3: Modifying a Worksheet

Topic 3A: Manipulate Data
Topic 3B: Insert Cells, Columns, and Rows
Topic 3C: Delete Cells, Columns, and Rows
Topic 3D: Find and Replace Data
Topic 3E: Manipulate Worksheet Elements

Lesson 4: Formatting a Worksheet

Topic 4A: Modify Fonts
Topic 4B: Add Borders, Color, and Cell Styles
Topic 4C: Change Column Width and Height
Topic 4D: Apply Number Formats
Topic 4E: Position Cell Contents

Lesson 5: Printing Workbook Contents

Topic 5A: Print Workbook Contents
Topic 5B: Set Page Layout and Print Options
Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks

Topic 6A: Format Worksheet Tabs
Topic 6B: Manage Worksheets in a Workbook
Topic 6C: Manage the View of Worksheets

Lesson 7: Inserting Graphic Objects

Topic 7A: Insert and Modify Graphics
Topic 7B: Draw and Modify Shapes
Topic 7C: Illustrate Workflow Using SmartArt
Topic 7D: Layer and Group Graphic Objects