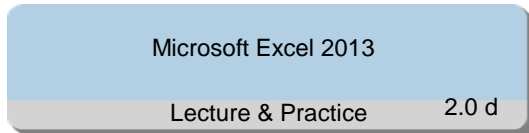




MICROSOFT EXCEL 2013

Training Path



Target Audience

This course is designed for participants who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2013 worksheets.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders

Objectives

In this course, participants will create and edit basic Microsoft Office Excel 2013 worksheets and workbooks.

Training Content

Lesson 1: Getting Started with Excel

- Identify the Elements of the Excel Interface
- Navigate and Select Cells in Worksheets
- Customize the Excel Interface
- Create a Basic Worksheet

Lesson 2: Performing Calculations in an Excel Worksheet

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Lesson 3: Modifying an Excel Worksheet

- Edit Worksheet Data
- Find and Replace Data
- Manipulate Worksheet Elements

Lesson 4: Modifying the Appearance of a Worksheet

- Apply Font Properties
- Add Borders and Colors to Cells
- Align Content in a Cell
- Apply Number Formatting



- Apply Cell Styles

Lesson 5: Managing an Excel Workbook

- Manage Worksheets
- View Worksheets and Workbooks

Lesson 6: Printing Excel Workbooks

- Define the Page Layout
- Print a Workbook

Lesson 7: Customizing the Excel Environment

- Configure Excel Options
- Customize the Ribbon and the Quick Access Toolbar
- Enable Excel Add-Ins
- Sort & Filter Data
- Use SUBTOTAL and Database Functions