

Microsoft® Office Excel® 2013: Part 1



Microsoft
Office Specialist

Objectives :

In this course, you will gain a foundational understanding of the basic functionality in Excel 2013. You will begin by navigating the Excel 2013 environment. From there, you will perform the basic tasks associated with creating and saving Excel worksheets and exploring the Help system. You will use formulas and functions to perform calculations in your worksheets, and you will modify worksheets by manipulating cells and data, by searching for and replacing data, and by checking for spelling errors. You will format worksheets and prepare them for printing. You will also begin working with larger workbooks that contain multiple worksheets. Finally, you will customize how Excel behaves to more closely meet your needs.

You will:

- Get started with Excel 2013.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.
- Customize the Excel environment.

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 or 8 environment, and be able to use either version 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. To meet this prerequisite, you can take any one or more of the following Sense IT courses:

- *Using Microsoft® Windows® 7 or 8*
- An introduction to PCs course

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

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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

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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

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exam 77-421

Appendix C: Microsoft Excel 2013 Common Keyboard Shortcuts

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