MICROSOFT EXCEL 2013 ESSENTIALS

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Every business uses spreadsheets one way or another, developing your skills in MS Excel 2013 should be an essential part of your professional development plan.

The PD Training Microsoft Excel 2013 Essentials Training Course teaches you the basic features of Excel 2013, including formatting, printing, entering data, filter tools, editing, graphics and a thorough understanding of the interface. This course creates a solid foundation on which you can create your next spreadsheet with confidence.

This practical training course is now available throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

Contact us today for a group quote.

FOREWORD

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

OUTCOMES

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

After completing this course, participants will have learned to:

- Create a new workbook
- Save a workbook
- Enter and delete data
- Insert rows and columns
- Merge and split cells
- Select data
- Use Find and Replace
- Hide and unhide cells
- Understand cell references and formulas
- Use basic formulas
- Understand and use basic functions
- Use spell check

MODULES

Lesson 1: Getting Started
- Housekeeping Items
- Workshop Objectives
- The Parking Lot
- Action Plan

Lesson 2: Opening Excel
- Opening Excel
- Using the Recent List
- Opening Files
- Creating a Blank Workbook
- Creating a Workbook from a Template
- Lesson Two: Review Questions

Lesson 3: Working with the Interface
- Understanding the Ribbon and the Status Bar
- About Your Account

Lesson 4: Your First Worksheet
- Entering Data
- Using Flash Fill
- Using Auto Fill

- Using Backstage View
- Understanding Worksheets vs. Workbooks
- Closing Files
- Closing Excel
- Lesson Three: Review Questions

- Editing Data
- Adding Rows and Columns
- Checking Your Spelling
- Lesson Four: Review Questions

Lesson 5: Viewing Excel Data
- An Overview of Excel's Views
- Switching Views
- Creating Custom Views
- Using Zoom
- Switching Between Open Files
- Lesson Five: Review Questions

Lesson 6: Building Formulas
- The Math Basics of Excel
- Building a Formula
- Editing a Formula
- Copying a Formula
- Relative vs. Absolute References
- Using the Status Bar to Perform Calculations
- Lesson Six: Review Questions

Lesson 7: Using Excel Functions
- Formulas vs. Functions
- Using AutoComplete
- Using the SUM Function
- Using Other Basic Excel Functions
- Understanding the Formulas Tab
- Understanding the Function Names
- Lesson Seven: Review Questions

Lesson 8: Using Quick Analysis
- Formatting Tables
- Creating Quick Analysis Charts
- Calculating Totals
- Creating Quick Analysis Tables
- Using Sparklines
- Lesson Eight: Review Questions

Lesson 9: Formatting Your Data
- Changing the Appearance of Text
- Changing the Appearance of Numbers
- Working with Alignment Options /Using the Wrap Command/Using Merge
- Removing Formatting
- Lesson Nine: Review Questions

Lesson 10: Using Styles, Themes, and Effects
- Using Conditional Formatting
- Using Table Styles
- Using Cell Styles
- Formatting Cells
- An Overview of the Page Layout Tab
- Changing the Theme
- Lesson Ten: Review Questions

Lesson 11: Printing and Sharing Your Workbook
- Setting up Your Page
- Previewing and Printing Your Workbook
- Inviting People
- E-Mailing Your Workbook
- Lesson Eleven: Review Questions

Lesson 12: Wrapping Up
- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

WEB LINKS

- ➢ View this course online
- ➢ In-house Training Instant Quote