

Microsoft Excel 2013 Introduction Course 1 Day

OVERVIEW

During this course, students will learn how to create, edit, and enhance standard spreadsheets by using Microsoft® Office Excel 2013.

WHO SHOULD ATTEND

This course is designed for students who wish to learn the basic operations of the Microsoft Excel to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Excel features.

PREREQUISITE COMMENTS

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.

INTRODUCTION	FORMULAS
• Screen layout	• Creating a simple formula
• Spreadsheet Structure	• AutoSum button
• Navigation and selecting worksheets	• Averages, Max, Min & Count
• Creating a basic spreadsheet	• Copying formulas
• Saving, closing & opening workbooks	• Absolute formulas vs relative formulas
• Help options	• Formula auditing
BASIC FEATURES	WORKSHEETS/WORKBOOKS
• Selecting cells and Entering Data	• Adding and deleting worksheets
• Cut, copy and deleting cells	• Moving and copying worksheets
• Autofill	• Renaming worksheets
• Undo and redo	• Recolouring worksheets
• Column widths and row heights	• Protecting worksheets
• Hiding / unhiding columns & rows	• Hiding worksheets
FORMATTING	CHARTS
• Text formatting	• Creating a basic chart
• Number formatting	• Moving charts
• Cell alignment	• Printing charts
• Cell styles	PRINTING
• Clearing formats	• Page Setup
• Format Painter	• Print Selection / Print Areas

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