

Course Objective

You will create and edit basic Microsoft Office Excel 2013 worksheets and workbooks.

Audience

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

At Course Completion

Upon successful completion of this course, students will be able to:

- Getting Started with Microsoft® Excel® 2013
- Performing Calculation
- Modifying a Worksheet
- Formatting a Worksheet
- Managing Large Workbooks
- Customizing the Excel Environment

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. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

Course Outline

Lesson 1: Getting Started with Microsoft® Excel® 2013

- Identify the Elements of the Excel Interface
 - Create a Basic Worksheet

- Use the Help System

Lesson 2: Performing Calculations

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

Lesson 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete cells, columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and color to cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

Lesson 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print options

Lesson 6: Customizing the Excel Environment

- Customize General and Language Options
- Customize Formula Options
- Customize Proofing and Save options

- Customize the Functionality of Excel by Enabling Add-ins
 - Customize Advanced and Trust Center Options.
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