Microsoft Excel 2013 Foundation

DURATION: 1 Day

CODE: SOL\EX\FD13

COURSE OBJECTIVE

By the end of this course, participants are able to:

- Introduce users to MS Excel 2013.
- Understand Excel environment and workspace.
- Create and work with workbooks and worksheets.
- Understand various types of data and how to enter them.
- Format data and worksheets.
- Edit spreadsheets.
- Create and edit formulas.
- Use some of Excel statistical functions.
- Use named cells and ranges in formulas.
- Set up and print worksheets

WHO SHOULD ATTEND

- New or intending users of MS Excel 2013 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A working knowledge of PCs and Windows XP/7/8, gained from the workplace or by prior attendance on a "Microsoft Windows XP/7/8 Foundation" course.

INTRODUCTION

This course introduces users to MS Excel 2013, the latest version of the popular spreadsheet from Microsoft. Users will learn the main features of Excel and realize the advantages of using a powerful electronic spreadsheet.

COURSE OUTLINE

Introduction Excel 2013

- New Feature Excel 2013
- Explore the Ribbon
- Excel file types
- Using Only the Keyboard

Workbooks and Worksheets

- Creating and Opening Workbooks
- Working with Workbooks
- Working with Worksheets
- Working with Cells
- Move or Copy Worksheet
- Navigating the Workbook

Spreadsheet Data

- Entering Data
- Checking the Spelling
- Manipulating Data
- Formatting Columns and Rows
- Formatting with Colors and Patterns
- Applying Borders

Editing Data

- Cutting, Copying, and Pasting
- Autofill Options
- Using Find and Replace
- Using Undo and Redo

Formulas and Functions

- Entering Formulas
- Entering Functions
- Using Named Cells and Ranges in Formulas

Printing

- Using Page Setup
- Print Preview
- Headers and Footers
- Printing a Worksheet

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