



Microsoft® Office Excel® 2013: Part 1

Course Length: 1 day

Course Description

Overview:

The breadth of business, educational, and organizational information in existence today is absolutely staggering. Organizations the world over rely on this information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, the days of performing calculations and analyzing data on paper are pretty much gone. Imagine, if you will, having to calculate what percentage of your organization's sales occurred in one small town in, say, Brazil. If your organization operates in multiple countries and generates billions of dollars in revenue annually, it could take a lifetime to isolate the exact figures you need and then compare those to the rest of your revenues. Who has that kind of time? This is exactly where the power of Excel can help.

By applying the robust functionality that's built into Excel to your organization's raw data, you will be able to gain a level of insight into that data that would have been nearly impossible just a couple of decades ago. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

Course Objectives:

Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization.

You will:

- Get started with Microsoft Office Excel 2013.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbooks.
- Manage workbooks.

**Target Student:**

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

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 also be comfortable working in the Windows 8 or 8.1 environment and be able to use Windows 8 or 8.1 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take any of the following courses:

- *Using Microsoft Windows 8.1*
- *Introduction to Personal Computers Using Microsoft Windows 8.1*

Course Content**Lesson 1: Getting Started with Microsoft Office Excel 2013**

Topic A: Navigate the Excel User Interface

Topic B: Use Excel Commands

Topic C: Create and Save a Basic Workbook

Topic D: Enter Cell Data

Topic E: Use Excel Help

Lesson 2: Performing Calculations

Topic A: Create Worksheet Formulas

Topic B: Insert Functions

Topic C: Reuse Formulas

Lesson 3: Modifying a Worksheet

Topic A: Insert, Delete, and Adjust Cells, Columns, and Rows

Topic B: Search for and Replace Data

Topic C: Use Proofing and Research Tools

Lesson 4: Formatting a Worksheet

Topic A: Modify Fonts

Topic B: Add Borders and Colors to Worksheets

Topic C: Apply Number Formats

Topic D: Align Cell Contents

Topic E: Apply Styles and Themes

Topic F: Apply Basic Conditional Formatting

Topic G: Create and Use Templates



Lesson 5: Printing Workbooks

Topic A: Preview and Print a Workbook

Topic B: Define the Page Layout

Lesson 6: Managing Workbooks

Topic A: Manage Worksheets

Topic B: Manage Workbook and Worksheet Views

Topic C: Manage Workbook Properties

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77-427 and 77-428

Appendix C: Microsoft Excel 2013 Common Keyboard Shortcuts