

Course EXC1301: Microsoft Excel 2013 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Excel 2013: Basic or equivalent experience

Course Outline

Unit 1: Getting Started

- Spreadsheet Terminology
- The Excel Environment
- Navigating a Worksheet
- Using a Template

Unit 2: Entering and Editing Data

- Entering and Editing Text and Values
- Entering and Editing Formulas
- Saving and Updating Workbooks

Unit 3: Modifying a Worksheet

- Moving and Copying Data
- Moving, Copying and Viewing Formulas
- Absolute and Relative References
- Inserting and Deleting Ranges, Rows and Columns

Unit 4: Functions

- Entering Functions
- AutoSum
- Other Common Functions

Unit 5: Formatting

- Text Formatting
- Row and Column Formatting
- Number Formatting
- Conditional Formatting
- Additional Formatting Options

Unit 6: Charts

- Chart Basics
- Formatting Charts

Unit 7: Graphics

- Working with Pictures
- Conditional Formatting with Graphics
- SmartArt Graphics

Unit 8: Printing

- Preparing to Print
- Page Setup Options
- Printing Worksheets

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes