

Excel 2013 Fundamentals Course EXL1301: 1-day Instructor Led

Course Description

Organizations the world over rely on 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. 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. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation.

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.

Course Outline

Module 1 - Introduction

- Starting Excel
- The Application Window
- Opening a Workbook
- Selecting Areas within a Sheet
- Closing a Workbook
- Starting a New Workbook
- Working with the Quick Access Toolbar

Module 2 - Creating Workbooks and Entering Data

- Entering Data into Cells
- Saving a Workbook
- About Excel File Types
- Editing a Cell
- Autocomplete
- Auto Calculate
- Working with Basic Formulas
- Built-in Functions

- Working with Insert Function
- Using the Range Finder

Module 3 - Editing Workbook Contents

- Using Auto Fill Commands
- Copying and Pasting Cell Data
- Inserting or Deleting Rows and Columns
- Inserting or Deleting Cells
- Moving Entries
- Clearing Cells
- Undo/Redo

Module 4: Formatting Workbook Contents

- Column Widths and Row Heights
- Formatting a Worksheet's Cells
- Formatting Numbers
- The Format Painter
- Fonts & Font Styles
- Using Borders
- Show/Hide Gridlines
- Using Shading and Patterns
- Working with Styles

Module 5: Absolute Cell Referencing

- Why Cell Referencing Matters
- Techniques for Creating Absolute Referencing

Module 6 - Printing

- Previewing the Printout
- Using the Backstage Print Options
- Using the Page Layout Ribbon
- Using the Page Setup Dialog
- Features of the Page Setup Dialog Box
- Printing in Excel
- Headers and Footers Using Page Setup Dialog Box
- Using Page Layout View
- Setting Print Titles & Print Areas



Course Outline



- Page Break Preview

Module 7: A Quick Study in Charting

- Creating a Chart
- Modifying the Chart
- Printing a Worksheet Containing a Chart