

Excel 2013 Introduction

Length: 1 Day

Experience Needed: N/A

Summary: Students will learn the basics of creating, editing, and saving worksheets in the Excel Introduction class.

COURSE CONTENT

1: EXCEL ESSENTIALS

- Starting Excel
- What is a Worksheet?
- What is a Workbook?
- Identifying Parts of the Screen
- Identifying the ribbon Components
- Using Selection Techniques
- Selecting a Range of Cells
- Selecting Nonadjacent Cells and Ranges
- Selecting an Entire Worksheet
- Entering Data
- Entering Text Data into a Cell
- Entering Values
- Quickly Adjusting a Column Width
- Saving a Named Workbook

2: FORMATTING TEXT AND PRINTING A DOCUMENT

- Creating Simple Formulas
- Creating a Formula by Pointing
- Using Functions
- Using the AutoSum Button
- Using the Formula Palette
- Editing Data on the Worksheet
- Editing the Data in a Cell
- Editing a Formula

3: MANAGING THE WORKSHEET

- Navigating in a Worksheet
- Deleting Cells, Rows, and Columns
- Performing a Simple Sort
- Creating and Using Named Ranges
- Using Range Names in Formulas

4: FORMATTING THE WORKSHEET

- Moving and Copying Data
- Copying Data
- Copying Data with AutoFill
- Creating a Series with AutoFill
- Defining Relative, Mixed, and Absolute References
- Copying Formulas
- Changing Row Height
- Applying Fonts
- Adding Enhancements
- Aligning Data in Cells
- Merging and Centring Cells
- Rotating and Indenting Text
- Adding Borders and Shading

5: PRINTING THE WORKSHEET/BOOK

- Printing a Single Worksheet
- Using Print Preview
- Creating Headers and Footers
- Removing the Grid
- Printing a Selection
- Using Print Areas
- Fitting a Document onto a Desired Number of Pages
- Working with Page Breaks
- Working with Page Breaks in Normal View
- Setting Print Titles
- Removing Print Titles

APPENDIX A: NEW FEATURES IN EXCEL 2013

- The Office Task Panes
- Smart Tags
- Smart Data Tags
- New Worksheet Features
- New Argument and Function Features
- Other New Features and Enhancements in Excel 2013

APPENDIX B: ADDITIONAL FEATURES IN OFFICE 2013

- Office 2013 – A New Platform
- At a Glance Highlights Across the Suite
- New Visual and navigational Features
- File formats
- User Assistance System (HELP)
- Collaboration features
- Themes and Quick Styles
- Application-specific changes
- General Keyboard Navigational Tips in Office 2013
- Beyond Office 2013