

Microsoft® Excel 2013

Core Certification Guide

Courseware 3253 Exam 77-420 ISBN 978-1-55332-392-1

Course Description

Microsoft Excel 2013 Core teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Excel 2013 Exam #77-420. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

Courseware Description	Hiding/Unhiding Worksheets	Creating and Arranging Worksheet
Course Design	Adding Color to the Worksheet	Windows
Course Objectives	Tabs	Splitting Panes
Conventions and Graphics	Lesson Summary	Freezing Panes
Lesson 1: Introducing Excel	Review Questions	Changing the Zoom
Lesson Objectives	Lesson 3: Using Formulas	Printing and Previewing the
What is Excel?	Lesson Objectives	Workbook
Starting the Microsoft Excel	Using Formulas	Changing the Workbook Views
Program	Creating and Editing Formulas	Customizing the Page Layout
Looking at the Screen	Cell References	Setting Page Breaks
Understanding Basic Terminology	Mathematical Operators	Page Formatting
Mouse Symbols	What If Analysis	Adding a Header or Footer
Using the Quick Access Toolbar	Referencing Other Worksheets	Printing Titles or Range of Cells
Using the Ribbon	Using Functions	Printing Selected Worksheets
Identifying Screen Symbols	Common Excel Functions	Lesson Summary
Entering Data in a Worksheet	Using the Subtotal Function	Review Questions
Types of Data	Conditional Functions	Lesson 6: Working with Charts and
Entering Text	Using Conditional Summary	Graphics
Entering Numbers	Functions	Lesson Objectives
Entering Dates and Times	Using Text Functions	Creating a Basic Chart
Moving Around the Worksheet	Using Absolute and Relative Cell	Moving and Resizing Charts
Working with Workbooks	References	Changing Chart Types
Saving Workbooks	Using Absolute Cell References	Working with Pie Charts
Creating a New Workbook	Using Mixed Absolute and Relative	Modifying the Chart Design and
Switching Between Workbooks	Cell References	Location
Opening a Workbook	Displaying and Printing Formulas	Adding New Data
Closing a Workbook	Data Validation	Using Sparklines
Working with the Compatibility	Lesson Summary	Printing Charts
Mode	Review Questions	Using Quick Analysis Tool
Selecting Cells	Lesson 4: Formatting the	Drawing Shapes
Lesson Summary	Worksheet	Moving and Resizing Shapes
Review Questions	Lesson Objectives	Formatting Shapes
Lesson 2: Constructing Cell Data	Formatting a Cell	Using WordArt
Lesson Objectives	Formatting Numbers and Decimal	Inserting Pictures and Clip Art
Editing Cells and Undoing Changes	Digits	Using the Image Editor
Copying and Moving Data	Changing Cell Alignment	Modifying Graphics Objects
Cutting, Copying and Pasting Data	Changing Fonts and Sizes	Using the Format Shape Pane
Append Data to Worksheets	Applying Cell Borders	Resizing, Reshaping, and Scaling
Using Paste Special	Using Colors and Patterns	Objects
Copying and Moving Cells Using	Using the Format Painter	Rotating Objects
the Mouse	Clearing Cell Contents and	Inserting a Watermark in the
Inserting and Deleting Rows and	Formatting	Background
Columns	Themes	Using SmartArt Graphics
Inserting Rows and Columns	Using Themes	Lesson Summary
Deleting Rows and Columns	Modifying Themes	Review Questions
Inserting and Deleting Cells	Using Cell Styles	Lesson 7: Organizing Data
Adjusting the Columns and Rows	Conditional Formatting	Lesson Objectives
Changing the Column Widths	Using the Ribbon	Working with Named Ranges
Adjusting the Row Height	Using the Rules Manager	Creating Named Ranges
Using AutoFit	Lesson Summary	Modifying and Deleting Named
Hiding/Unhiding Rows & Columns	Review Questions	Ranges
Using AutoFill	Lesson 5: Viewing and Printing	Go To a Cell or Named Range
Managing Worksheets	Workbooks	Using Tables
Renaming Worksheets	Lesson Objectives	Creating a Table
Inserting or Deleting Worksheets	Changing Worksheet Views	Modifying Table Data
Moving or Copying Worksheets		Formatting Table Data

Sorting Data

Sorting by Single-Level Data

Sorting by Multi-Level Data

Filtering Information

Removing Duplicate Rows

Outlining

Using Automatic Subtotals

Manually Grouping and

Ungrouping Data

Lesson Summary

Review Questions

Lesson 8: Macros, Importing and Exporting Data

Lesson Objectives

Customizing Excel

Customizing the Quick Access

Toolbar

Customize the Ribbon

Finding and Replacing Data

Finding Data

Replacing Data

Using Hyperlinks

Inserting Hyperlinks

Modifying and Deleting Hyperlinks

Using Comments

Importing and Exporting Data

Importing Data Files

 Open Non-Native Files Directly in
 Excel

Exporting Data from Excel

Changing Workbook Properties

Save to Remote Locations

SkyDrive

Macros

Creating a Macro

Saving and Opening a Workbook

Containing Macros

Adding Macros to the Quick

Access Toolbar

Lesson Summary

Review Questions

Appendices

Appendix A: Courseware Mapping

Appendix B: Glossary of Terms

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