

Microsoft®

Excel 2013

Courseware 6280 ISBN 978-1-55332-403-4

Course Description

This *Microsoft® Excel 2013 Level 1 Guide* teaches the information worker how to create and edit spreadsheets for business reports such as budgets or cash flow reports. Focus is placed on ensuring the basic skills are learned and can be applied to reports, including creating and editing simple formulas to handle common types of calculations.

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.

Courseware Description

Course Design

Course Objectives

Conventions and Graphics

Lesson 1: Introducing Excel

Lesson Objectives

What is Excel?

- Starting the Microsoft Excel Program

Looking at the Screen

- Understanding Basic Terminology

- Mouse Symbols

- Using the Quick Access Toolbar

- Using the Ribbon

- Identifying Screen Symbols

Entering Data in a Worksheet

- Types of Data

- Entering Text

- Entering Numbers

- Entering Dates and Times

- Moving Around the Worksheet

Working with Workbooks

- Saving Workbooks

- Creating a New Workbook

- Switching Between Workbooks

- Opening a Workbook

- Closing a Workbook

- Working with the Compatibility Mode

Selecting Cells

Lesson Summary

Review Questions

Lesson 2: Constructing Cell Data

Lesson Objectives

Editing Cells and Undoing Changes

Copying and Moving Data

- Cutting, Copying and Pasting Data

- Append Data to Worksheets

- Using Paste Special

- Copying and Moving Cells Using the Mouse

Inserting and Deleting Rows and Columns

- Inserting Rows and Columns

- Deleting Rows and Columns

- Inserting and Deleting Cells

Adjusting the Columns and Rows

- Changing the Column Widths

- Adjusting the Row Height

- Using AutoFit

- Hiding/Unhiding Rows & Columns

Using AutoFill

Managing Worksheets

- Renaming Worksheets

- Inserting or Deleting Worksheets

- Moving or Copying Worksheets

Hiding/Unhiding Worksheets

Adding Color to the Worksheet

 Tabs

Lesson Summary

Review Questions

Lesson 3: Using Formulas

Lesson Objectives

Using Formulas

- Creating and Editing Formulas

- Cell References

- Mathematical Operators

- What If Analysis

- Referencing Other Worksheets

Using Functions

- Common Excel Functions

- Using the Subtotal Function

- Conditional Functions

- Using Conditional Summary Functions

Using Text Functions

Using Absolute and Relative Cell References

- Using Absolute Cell References

- Using Mixed Absolute and Relative Cell References

Displaying and Printing Formulas

Data Validation

Lesson Summary

Review Questions

Lesson 4: Formatting the Worksheet

Lesson Objectives

Formatting a Cell

- Formatting Numbers and Decimal Digits

- Changing Cell Alignment

- Changing Fonts and Sizes

- Applying Cell Borders

- Using Colors and Patterns

- Using the Format Painter

Clearing Cell Contents and Formatting

Themes

- Using Themes

- Modifying Themes

Using Cell Styles

Conditional Formatting

- Using the Ribbon

- Using the Rules Manager

Lesson Summary

Review Questions

Lesson 5: Viewing and Printing Workbooks

Lesson Objectives

Changing Worksheet Views

- Creating and Arranging Worksheet Windows

- Splitting Panes

- Freezing Panes

- Changing the Zoom

Printing and Previewing the Workbook

- Changing the Workbook Views

Customizing the Page Layout

- Setting Page Breaks

- Page Formatting

- Adding a Header or Footer

- Printing Titles or Range of Cells

- Printing Selected Worksheets

Lesson Summary

Review Questions

Appendices

Appendix A: Glossary of Terms

Appendix B: Index

