

Microsoft Excel 2013 - Introduction

General Description

Create and manage workbooks with formulas and functions, format data, produce charts and print workbooks.

Learning Outcomes

- Operate the main Excel screen components including the Ribbon and Quick Access Toolbar
- Create and save a new workbook containing text, numbers, dates and formulas
- Navigate worksheets and workbooks, edit data and use undo and redo
- Select worksheet ranges, copy data, use fill operations and move data
- Develop basic formulas, use various functions including SUM and work with different cell reference types
- Change font settings, apply various alignment options and format numbers and dates
- Set column widths and row heights, adjust display options and insert and delete cells, rows and columns
- Sort data on one or multiple columns and filter data using compound and custom filters
- Print preview data, print a range, print an entire workbook and adjust print options
- Produce embedded charts and chart sheets, change chart types and apply chart styles
- Access and navigate the Help window, use the Office website for help and print help topics
- Plan, organise and design documented spreadsheets with spot on formulas

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to Know Excel 2013

Your First Workbook

Working with Workbooks

Cells and Ranges

Formulas and Functions

Worksheet Appearance

Worksheet Layout

Sorting and Filtering Data

Printing

Creating Charts

Getting Help

A Guide to Brilliant Spreadsheets