



Excel 2013 Introduction

In this course students will be familiarized with spreadsheet terminology and the fundamental concepts of Microsoft Excel, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats.

Excel Basics

- Spreadsheet terminology
- The Excel environment
- Navigating a worksheet
- Using a template

Entering and Editing Data in a Spreadsheet

- Enter and edit numbers, text and formulas
- Saving Data
- Copy Data

Modifying a Worksheet

- Moving, copying, and viewing formulas
- Understand Absolute References
- Inserting/deleting ranges, rows, and columns
- Copy and Move data
- Insert Function Feature

Functions

- Entering Functions
- AutoSum
- Other Common Functions

Formatting Worksheets

- Rows and Columns Formatting
- Text formatting
- Additional Formatting Options

Conditional formatting

- Number formats and text alignment
- Add borders and patterns
- Use the format painter
- Use the AutoFormat feature

Charts

- Chart Basics
- Formatting Charts

Graphics

- Working with pictures
- Conditional formatting with graphics
- SmartArt graphics

Printing

- Preparing to print
- Page setup options
- Printing worksheets