

CORPORATE AND CONTINUING EDUCATION

Microsoft Office Excel 2013 Level One

Course Length: 1 day

Course Description: Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze data. During this one-day course, you will:

Get started with Microsoft Office Excel 2013

- Navigate the Excel user interface
- Use Excel commands
- Create and save a basic workbook
- Enter cell data

Perform calculations

- Create worksheet formulas
- Insert functions
- Reuse formulas

Modify a worksheet

- Insert, delete, and adjust cells, columns and rows
- Search for and replace data
- Check spelling in the worksheet

Format a worksheet

- Modify fonts
- Add borders, colors, styles and themes
- Apply number formats
- Align cell contents
- Apply basic conditional formatting
- Create and use templates

Print workbooks

Management workbooks

Target Student:

This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

Prerequisites:

To ensure success, students will need to be familiar with using personal computers and should have experience using a keyboard and mouse. Students should also be comfortable working in the Windows 8 or 10 environment and be able to use Windows 8 or 10 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders.