

MICROSOFT EXCEL 2013 ESSENTIALS

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COURSE LENGTH: 1.0 DAYS

Microsoft Excel 2013 is a software designed to help companies keep track of accounts, numbers, essential data and more through the use of spread sheets. Hence, this tool helps individuals and businesses to manage their immense assets and data in easy to access documents.

This Microsoft Excel 2013 Essentials training course is the third in a three-part series and teaches participants how to understand and use the software more efficiently. You'll learn skills like how to create a new workbook, save a workbook, enter and delete data, insert rows and columns and many more.

This training course is now available in Hong Kong.

This Microsoft Excel 2013 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

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MICROSOFT EXCEL 2013 ESSENTIALS COURSE OUTLINE

FOREWORD

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

OUTCOMES

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

After completing this course, participants will have learned to:

- Create a new workbook
 - Save a workbook
 - Enter and delete data
 - Insert rows and columns
 - Merge and split cells
 - Select data
 - Use Find and Replace
 - Hide and unhide cells
 - Understand cell references and formulas
 - Use basic formulas
 - Understand and use basic functions
 - Use spell check
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MODULES

Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Getting started

- Spreadsheet terminology
- The Excel environment
- Getting help
- Navigating a worksheet

Lesson 3: Entering and editing data

- Entering and editing text and values
- Entering and editing formulas
- Working with pictures
- Saving and updating workbooks

Lesson 4: Modifying a worksheet

- Moving and copying data
- Moving and copying formulas
- Absolute and relative references
- Inserting and deleting ranges, rows and columns

Lesson 5: Using functions

- Entering functions
- AutoSum
- Other common functions

Lesson 7: Printing

- Preparing to print
- Page Setup options
- Printing worksheets

Lesson 9: Managing large workbooks

- Viewing large worksheets
- Printing large worksheets
- Working with multiple worksheets

Lesson 6: Formatting

- Text formatting
- Row and column formatting
- Number formatting
- Conditional formatting
- Additional formatting options

Lesson 8: Charts

- Chart basics
- Formatting charts

Lesson 10: Graphics and screenshots

- Conditional formatting with graphics
- SmartArt graphics
- Screenshots

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)