

[MSEXC13S]: Microsoft Excel 2013

Length : 3 Days
Technology : Microsoft Office 2013
Delivery Method : Instructor-led (Classroom)

Course Overview

Microsoft Excel 2013 teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

At Course Completion

Participants who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Excel 2013 Exam #77-420. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Pre-Requisites

This course is designed for participants who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that participants have completed the Microsoft Windows course or have equivalent Microsoft Windows knowledge and experience.

- Start and Run Windows
- Use the Taskbar
- Use the Start Button
- Use the Help Feature
- Use Minimize, Restore Down/Maximise, or Close
- Use the left and right mouse buttons appropriately
- Understand File Management Techniques
- Navigate between files, folders, or drives

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Course Outline

Module 1: Introducing Excel

Lessons

- 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

Module 2: Constructing Cell Data

Lessons

- 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

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- 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

Module 3: Using Formulas

Lessons

- 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

Module 4: Formatting the Worksheet

Lessons

- 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

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- Modifying Themes
- Using Cell Styles
- Conditional Formatting
 - Using the Ribbon
 - Using the Rules Manager
- Lesson Summary
- Review Questions

Module 5: Viewing and Printing Workbooks**Lessons**

- 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

Module 6: Working with Charts and Graphics**Lessons**

- Creating a Basic Chart
- Moving and Resizing Charts
- Changing Chart Types
- Working with Pie Charts
- Modifying the Chart Design and Location
 - Adding New Data
- Using Sparklines
- Printing Charts
- Using Quick Analysis Tool
- Drawing Shapes
 - Moving and Resizing Shapes
 - Formatting Shapes
 - Using WordArt
 - Inserting Pictures and Clip Art
 - Using the Image Editor
- Modifying Graphics Objects
 - Using the Format Shape Pane
 - Resizing, Reshaping, and Scaling Objects

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- Rotating Objects
- Inserting a Watermark in the Background
- Using SmartArt Graphics
- Lesson Summary
- Review Questions

Module 7: Organizing Data

Lessons

- Working with Named Ranges
 - Creating Named Ranges
 - Modifying and Deleting Named Ranges
- Go to a Cell or Named Range
- Using Tables
 - Creating a Table
 - Modifying Table Data
 - Formatting Table Data
- Sorting Data
 - Sorting by Single-Level Data
 - Sorting by Multi-Level Data
- Filtering Information
- Removing Duplicate Rows
- Outlining
 - Using Automatic Subtotals
 - Manually Grouping and Ungrouping Data
- Lesson Summary
- Review Questions

Module 8: Macros, Importing and Exporting Data

Lessons

- Customizing Excel
 - Customizing the Quick Access Toolbar
 - Customize the Ribbon
- Finding and Replacing Data
 - Finding Data
 - Replacing Data
- Using Hyperlinks
 - Inserting Hyperlinks
 - Modifying and Deleting Hyperlinks
- Using Comments
- Importing and Exporting Data
 - Importing Data Files
 - Open Non-Native Files Directly in Excel
 - Exporting Data from Excel
 - Changing Workbook Properties
- Save to Remote Locations

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- SkyDrive
- Macros
 - Creating a Macro
 - Saving and Opening a Workbook Containing Macros
 - Adding Macros to the Quick Access Toolbar
- Lesson Summary
- Review Questions

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