cto
computer training options

Microsoft Excel 2013
Level 1 Training

Overview:
This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using *Microsoft Excel 2013*. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

Learning Outcomes:
At the completion of this course you should be able to:

- navigate your way around *Microsoft Excel* 2013
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- print your workbook data
- create effective charts in *Microsoft Excel*
- obtain help for *Excel* whenever you need it

Target Audience:
This course is designed for users new to *Microsoft Excel 2013*, and spreadsheeting as a concept.

Prerequisites:
This course assumes little or no knowledge of spreadsheets or *Microsoft Excel 2013.*
However, it would be beneficial to have a general understanding of computers and the operating system environment, especially in regard to working with files and folders.

Duration:
1 Day

Courseware:
High quality learning materials are available for purchase by participants.
Participants will also be presented with a certificate of achievement upon completion of the course.

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Getting started with Excel 2013
- Starting Excel In Windows 8
- Understanding The Excel Start Screen
- The Excel Workbook Screen
- How Excel 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Exiting Safely From Excel 2013

Your First Workbook
- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving A New Workbook On Your Computer
- Checking The Spelling
- Making Basic Changes
- Safely Closing A Workbook

Working with Workbooks
- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data In A Cell
- Using Undo And Redo

Cells and Ranges
- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Extracting With Flash Fill
- Understanding Moving In Excel
- Moving Cells And Ranges

Formulas and Functions
- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Creating More Complex Formulas
- What If Formulas
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Common Error Messages

Worksheet Appearance
- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter
- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells
- Understanding Number Formatting
- Applying General Formatting
- Formatting For Money
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

Worksheet Layout
- Approximating Column Widths
- Setting Precise Columns Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Understanding Worksheets
- Changing The Worksheet View
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into A Worksheet
- Deleting Cells From A Worksheet
- Inserting Columns Into A Worksheet
- Inserting Rows Into A Worksheet
- Deleting Rows And Columns
- More Than One Worksheet
- Worksheet Wisdom

Printing
- Understanding Printing
- Previewing Before You Print
- Selecting A Printer
- Printing A Range
- Printing An Entire Workbook
- Specifying The Number Of Copies
- The Print Options

Creating Charts
- Understanding The Charting Process
- Choosing The Right Chart
- Using A Recommended Chart
- Creating A New Chart From Scratch
- Working With An Embedded Chart
- Resizing A Chart
- Repositioning A Chart
- Printing An Embedded Chart
- Creating A Chart Sheet
- Changing The Chart Type
- Changing The Chart Layout
- Changing The Chart Style
- Printing A Chart Sheet
- Embedding A Chart Into A Worksheet
- Deleting A Chart

Getting Help
- Understanding How Help Works
- Accessing The Help Window
- Navigating The Help Window
- Using The Office Website For Help
- Using Google To Get Help
- Printing A Help Topic
- Other Sources Of Assistance

A Guide to Brilliant Spreadsheets
- Nothing Beats Good Planning
- Well Organised And Well Designed
- Spot On Formulas
- Documented And Easy To Use
- The Appropriateness Of Spreadsheets

Concluding Remarks