Microsoft® Office Excel® 2013: Part 1

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist: Excel 2013/Microsoft
Office Specialist 2013 Master —
***Exam:** 77-420*

Course Description

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.

Target Audience

This course is intended for:

- Individuals who wish to gain a foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

Prerequisites

To attend this course, candidates must have:

- Experience with using personal computers and should have experience using a keyboard and mouse.
- Experience in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.
- To meet this prerequisite, you can take any one or more of the following Logical Operations courses:
  - *Microsoft® Office Windows® 8: Level 1*
  - *An introduction to PCs course*

Microsoft Partner

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Exam Details

Exam Code:	• *77-420*
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choiceand Multi-Response

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create and develop Excel worksheets and workbooks to work with and analyze the data that is critical to the success of your organization.

Course Topics

Module 1: Getting Started with Microsoft® Excel® 2013

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

Module 2: Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

Module 3: Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate, and Delete Cells, Columns, and Rows
- Search for and Replace Data
- Spell Check a Worksheet

Module 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colour to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

Module 5: Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

Module 6: Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

Module 7: Customizing the Excel Environment

- Customize General and Language Options
- Customize Formula Options
- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Functionality of Excel by Enabling Add-Ins
- Customize Advanced and Trust Center Options

ACTIVITIES INCLUDED