Course Outline

Course Objective: Upon successful completion of this course, students will be able to: explore the Microsoft® Office Excel® 2013 environment and create a basic worksheet; perform calculations; modify a worksheet; format a worksheet; print workbook contents; and manage large workbooks.

Target Student: This course is designed for people who already have knowledge of Microsoft® Office, Windows and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Excel 2007 worksheets.

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 be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers.

Course Content

1. Getting Started with Microsoft Excel 2013

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

2. Performing Calculations

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

3. Modifying a Worksheet

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

4. Formatting a Worksheet

➢ Modify Fonts
➢ Add Borders and Color to Cells
➢ Apply Number Formats
➢ Align Cell Contents
➢ Apply Cell Styles

5. Printing Workbook Contents

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

6. Managing Large Workbooks

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

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