

# Microsoft Office Excel 2013: Part 1

## Course Overview

This course provides students with the knowledge and skills to create spreadsheets and workbooks that can be used to store, manipulate, and share data.

<b><u>Course Introduction</u></b>	1m
Course Introduction	
<b><u>Lesson 01 - Getting Started with Microsoft Excel 2013</u></b>	32m
Topic A: Identify the Elements of the Excel Interface	
Microsoft Excel 2013	
Spreadsheets, Worksheets, and Workbooks	
The Excel Interface	
Cell References and the Formula Bar	
The Go To Feature	
ScreenTips and Key Tips	
Demo 1-1: Excel Elements	
Topic B: Create a Basic Worksheet	
The Ribbon	
The Backstage View	
Data Types	
Excel 2013 File Formats	
SkyDrive	
The Convert Option	
The Compatibility Checker	
Demo 1-2: Creating a Spreadsheet	
Topic C: Use the Help System	
The Excel Help Window	
Demo 1-3: Using Help System	
Lesson 01 Review	
<b><u>Lesson 02 - Performing Calculations</u></b>	42m
Topic A: Create Formulas in a Worksheet	
Formulas	
The Formula Bar	
Elements of an Excel Formula	
Common Mathematical Operators	
The Order of Operations	
Demo 2-1: Creating Formulas	
Topic B: Insert Functions in a Worksheet	
Functions	
The Function Library	
Using the AutoSum Button	
The Formula AutoComplete Feature	

Demo 2-2: Insert Functions in a Worksheet  
Topic C: Reuse Formulas  
The Cut, Copy, and Paste Commands  
Relative References  
Absolute References  
Mixed References  
Demo 2-3: Reusing Formulas  
Lesson 02 Review

**Lesson 03 - Modifying a Worksheet**

36m

Topic A: Manipulate Data  
The Undo and Redo Commands  
Auto Fill  
Live Preview  
The Clear Button  
Demo 3-1: Manipulating Data  
Topic B: Insert, Manipulate, and Delete Cells, Columns, and Rows  
The Insert and Delete Options  
The Hide and Unhide Options  
Demo 3-2: Adjust Display of Columns  
Topic C: Search for and Replace Data  
Cell Names and Range Names  
The Find Command  
The Replace Command  
Demo 3-3: Searching for and Replacing Data  
Topic D: Spell Check a Worksheet  
The Spelling Dialog Box  
Demo 3-4: Spell Checking a Worksheet  
Lesson 03 Review

**Lesson 04 - Formatting a Worksheet**

46m

Topic A: Modify Fonts  
Fonts  
The Font Group  
The Format Cells Dialog Box  
Galleries  
Live Preview and Formatting  
The Mini Toolbar  
Demo 4-1: Modifying Fonts  
Topic B: Add Borders and Color to Cells  
Border Options  
Sheet Backgrounds  
Demo 4-2: Adding Borders and Color to Cells  
Topic C: Apply Number Formats  
Number Formats  
Number Formats in Excel  
Demo 4-3: Applying Number Formats  
Topic D: Align Cell Contents  
The Indent Commands  
The Wrap Text Command

Orientation Options  
Demo 4-4: Aligning Cell Contents  
Topic E: Apply Cell Styles  
Cell Styles  
Demo 4-5: Applying Cell Styles  
Lesson 04 Review

**Lesson 05 - Printing Workbook Contents**

28m

Topic A: Define the Basic Page Layout for a Workbook  
The Page Setup Dialog Box  
Workbook Views  
Headers and Footers  
Header and Footer Settings  
Page Margins  
Page Orientation  
Demo 5-1: Previewing a Workbook Before Print  
Demo 5-2: Applying Print Changes  
Topic B: Refine the Page Layout and Apply Print Options  
Zoom Options  
Page Breaks  
The Print Area  
Printing Titles  
Scaling Options  
Demo 5-3: Refine Print Layout  
Lesson 05 Review

**Lesson 06 - Managing Large Workbooks**

21m

Topic A: Format Worksheet Tabs  
Tab Formatting Options  
Demo 6-1: Formatting Worksheet Tabs  
Topic B: Manage Worksheets  
Insertion and Deletion Options for Worksheets  
Hide and Unhide Options  
Worksheet References in Formulas  
Demo 6-2: Managing Worksheets  
Topic C: Manage the View of Worksheets and Workbooks  
The Split Command  
The Freeze Panes Options  
The Arrange All Command  
The View Side by Side Command  
Demo 6-3: Managing the View of Worksheets and Workbooks  
Lesson 06 Review

**Lesson 07 - Customizing the Excel Environment**

28m

Topic A: Customize General and Language Options  
The Excel Options Dialog Box  
The General Options  
The Language Options  
Demo 7-1: Customizing General and Language Options  
Topic B: Customize Formula Options

The Formulas Options  
Demo 7-2: Formula Options  
Topic C: Customize Proofing and Save Options  
The Proofing Options  
The Save Options  
Demo 7-3: Customizing Proofing and Save Options  
Topic D: Customize the Ribbon and Quick Access Toolbar  
The Customize Ribbon Options  
The Quick Access Toolbar Options  
Demo 7-4: Customizing the Quick Access Toolbar  
Topic E: Customize the Functionality of Excel by Enabling Add-Ins  
What Are Add-Ins?  
The DEVELOPER Tab  
The Add-Ins Dialog Box  
Demo 7-5: Customizing the Functionality of Excel  
Topic F: Customize Advanced and Trust Center Options  
The Advanced Options  
The Trust Center Options  
Demo 7-6: Customizing Advanced and Trust Center Options  
Lesson 07 Review  
Course Closure

**Total Duration: 3h 54m**