

## MICROSOFT EXCEL 2013 ESSENTIALS

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**COURSE LENGTH: 1.0 DAYS**

Microsoft Excel 2013 is a software designed to help companies keep track of accounts, numbers, essential data and more through the use of spread sheets. Hence, this tool helps individuals and businesses to manage their immense assets and data in easy to access documents.

This Microsoft Excel 2013 Essentials training course is the third in a three-part series and teaches participants how to understand and use the software more efficiently. You'll learn skills like how to create a new workbook, save a workbook, enter and delete data, insert rows and columns and many more.

This training course is now available in Malaysia and Kuala Lumpur.

This Microsoft Excel 2013 Essentials training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

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## MICROSOFT EXCEL 2013 ESSENTIALS COURSE OUTLINE

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### FOREWORD

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

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### OUTCOMES

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

**After completing this course, participants will have learned to:**

- ▶ Create a new workbook
  - ▶ Save a workbook
  - ▶ Enter and delete data
  - ▶ Insert rows and columns
  - ▶ Merge and split cells
  - ▶ Select data
  - ▶ Use Find and Replace
  - ▶ Hide and unhide cells
  - ▶ Understand cell references and formulas
  - ▶ Use basic formulas
  - ▶ Understand and use basic functions
  - ▶ Use spell check
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### MODULES

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#### Lesson 1: Getting Started

- ▶ Housekeeping Items
- ▶ Workshop Objectives
- ▶ The Parking Lot
- ▶ Action Plan

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#### Lesson 2: Opening Excel

- ▶ Opening Excel
- ▶ Using the Recent List
- ▶ Opening Files
- ▶ Creating a Blank Workbook
- ▶ Creating a Workbook from a Template
- ▶ Lesson Two: Review Questions

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#### Lesson 3: Working with the Interface

- ▶ Understanding the Ribbon and the Status Bar
- ▶ About Your Account
- ▶ Using Backstage View
- ▶ Understanding Worksheets vs. Workbooks
- ▶ Closing Files
- ▶ Closing Excel
- ▶ Lesson Three: Review Questions

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#### Lesson 4: Your First Worksheet

- ▶ Entering Data
- ▶ Using Flash Fill
- ▶ Using Auto Fill
- ▶ Editing Data
- ▶ Adding Rows and Columns
- ▶ Checking Your Spelling
- ▶ Lesson Four: Review Questions

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### Lesson 5: Viewing Excel Data

- ▶ An Overview of Excel's Views
- ▶ Switching Views
- ▶ Creating Custom Views
- ▶ Using Zoom
- ▶ Switching Between Open Files
- ▶ Lesson Five: Review Questions

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### Lesson 7: Using Excel Functions

- ▶ Formulas vs. Functions
- ▶ Using AutoComplete
- ▶ Using the SUM Function
- ▶ Using Other Basic Excel Functions
- ▶ Understanding the Formulas Tab
- ▶ Understanding the Function Names
- ▶ Lesson Seven: Review Questions

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### Lesson 9: Formatting Your Data

- ▶ Changing the Appearance of Text
- ▶ Changing the Appearance of Numbers
- ▶ Working with Alignment Options /Using the Wrap Command/Using Merge
- ▶ Removing Formatting
- ▶ Lesson Nine: Review Questions

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### Lesson 11: Printing and Sharing Your Workbook

- ▶ Setting up Your Page
- ▶ Previewing and Printing Your Workbook
- ▶ Inviting People
- ▶ E-Mailing Your Workbook
- ▶ Lesson Eleven: Review Questions

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### Lesson 6: Building Formulas

- ▶ The Math Basics of Excel
- ▶ Building a Formula
- ▶ Editing a Formula
- ▶ Copying a Formula
- ▶ Relative vs. Absolute References
- ▶ Using the Status Bar to Perform Calculations
- ▶ Lesson Six: Review Questions

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### Lesson 8: Using Quick Analysis

- ▶ Formatting Tables
- ▶ Creating Quick Analysis Charts
- ▶ Calculating Totals
- ▶ Creating Quick Analysis Tables
- ▶ Using Sparklines
- ▶ Lesson Eight: Review Questions

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### Lesson 10: Using Styles, Themes, and Effects

- ▶ Using Conditional Formatting
- ▶ Using Table Styles
- ▶ Using Cell Styles
- ▶ Formatting Cells
- ▶ An Overview of the Page Layout Tab
- ▶ Changing the Theme
- ▶ Lesson Ten: Review Questions

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### Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Review of Parking Lot
- ▶ Lessons Learned
- ▶ Completion of Action Plans and Evaluations

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)