



# Microsoft® Office Excel® 2013 Introduction

## Course Description

**Course Overview:** The breadth of business, educational, and organizational information in existence today is absolutely staggering. Organizations the world over rely on this information to make sound decisions regarding all manner of affairs. But with the amount of available data growing on a daily basis, the ability to make sense of all of that data is becoming more and more challenging. Fortunately, the days of performing calculations and analyzing data on paper are pretty much gone. Imagine, if you will, having to calculate what percentage of your organization's sales occurred in one small town in, say, Brazil. If your organization operates in multiple countries and generates billions of dollars in revenue annually, it could take a lifetime to isolate the exact figures you need and then compare those to the rest of your revenues. Who has that kind of time? This is exactly where the power of Excel can help.

By applying the robust functionality that's built into Excel to your organization's raw data, you will be able to gain a level of insight into that data that would have been nearly impossible just a couple of decades ago. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. Of course, knowing exactly how to ask Excel the questions that you need answered, which questions you can even ask, and how to interpret the answers Excel gives is necessary before you can even begin to embark on the journey ahead. This course aims to provide you with the foundational Excel knowledge and skills necessary to begin that journey.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

**Target Student:** This course is intended for people who want to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and develop 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® environment, and be able to use Windows 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.

## Course Objectives

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

- Get started with Excel 2013.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.

## Course Content

### Lesson 1: Getting Started with Excel 2013

- Navigate the Excel User Interface
- Use Excel Commands
- Create and Save a Basic Workbook
- Enter Cell Data
- Use Excel Help

### Lesson 2: Performing Calculations

- Create Worksheet Formulas
- Insert Functions
- Reuse Formulas

**Course Content (continued on next page)**



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## Course Content (continued from previous page)

### Lesson 3: Modifying a Worksheet

- Insert, Delete, and Adjust Cells, Columns, and Rows
- Search for and Replace Data
- Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

- Modify Fonts
- Add Borders and Colors to Worksheets
- Apply Number Formats
- Align Cell Contents
- Apply Styles and Themes
- Apply Basic Conditional Formatting
- Create and Use Templates

### Lesson 5: Printing Workbooks

- Preview and Print a Workbook
- Define the Page Layout

### Lesson 6: Managing Workbooks

- Manage Worksheets
- Manage Workbook and Worksheet Views
- Manage Workbook Properties

### Appendix A: Microsoft Office Excel 2013 Exam 77-420

### Appendix B: Microsoft Office Excel 2013 Expert Exams 77-427 and 77-428

### Appendix C: Microsoft Excel 2013 Common Keyboard Shortcuts