

EXCEL 2013: LEVEL 1

Available Dates: **Jan 7, Feb 7, Mar 4, Apr 2, May 1, Jun 6**

Class Length: **1 day**

Cost: **\$199**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

Course Outline:

Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: The Excel environment

Topic C: Navigating a worksheet

Topic D: Using a template

Unit 2: Entering and editing data

Topic A: Entering and editing text and values

Topic B: Entering and editing formulas

Topic C: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving, copying, and viewing formulas

Topic C: Absolute and relative references

Topic D: Inserting and deleting ranges, rows, and columns

Unit 4: Functions

Topic A: Entering functions

Topic B: AutoSum

Topic C: Other common functions

Unit 5: Formatting

Topic A: Text formatting

Topic B: Row and column formatting

Topic C: Number formatting

Topic D: Conditional formatting

Topic E: Additional formatting options

Unit 6: Charts

Topic A: Chart basics

Topic B: Formatting charts

Unit 7: Graphics

Topic A: Working with pictures

Topic B: Conditional formatting with graphics

Topic C: SmartArt graphics

Unit 8: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets

