Excel 2013 — Basic

What does this course offer you?

This course teaches the basics of working with Excel. You will get to know the interface of Excel, and create workbooks and worksheets. You will enter text and numbers in the cells and learn general information on formatting and designing tables and content. In addition, you will use common formulas and functions and create charts.

The primary subject matter of the course:

Using the program

- Opening and closing Excel
- Creating new workbooks
- Saving workbooks
- Saving a workbook under a different file type
- Switching between open workbooks
- Excel options
- Receiving help on the program
- Views
- The Excel application window

Cells

- Entering data
- Changing and deleting cell content
- Good practice: Creating lists
- Selecting cells
- Undoing work
- Finding and replacing specific cell content
- Sorting sheets
- Filtering sheets
- Copying and moving using drag & drop
- Using the Auto Fill function
- Copying and moving using the Clipboard

Managing worksheets

- Selecting rows and columns
- Inserting or deleting cells
- Changing column width or row height
- Freezing rows and columns
- Worksheets: order and navigation
- Inserting and deleting worksheets
- Good practice: Naming worksheets
- Working with workbooks

Formulas and functions

- Good practice: Creating formulas
- Composing and entering formulas
- Relative references
- Absolute references
- Composition and entering functions
- Structure of the IF function
- Using the IF function
- Finding errors in formulas

Formatting

- Formatting numbers
- Formatting text
- Assigning background color
- Copying formats
- Automatic and manual line break
- Merging cells
- Aligning cell content
- Assigning borders and lines

Charts

- Creating charts
- Selecting different chart types
- Changing chart types
- Editing charts
- Editing chart titles
- Editing chart elements
- Editing more chart elements
- Sparklines

Preparing a hard copy

- Working with different views
- Defining print options
- Using headers and footers
- Checking content
- Specifying additional printing options
- Specifying column and line headings
- Printing

What are the course requirements?

Basic knowledge of how to use a mouse and keyboard is required.

What does this course include?

In addition to the instructional content, practice exercises and test questions are also included.

Number of lessons: 66

Learning Hours: 7
Audio Hours: 3.5

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