Microsoft Excel 2013 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft Excel. The course covers the basic functionality of the application such that delegates feel confident in creating and amending simple spreadsheets and charts.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Accessing Excel
- Spreadsheet terminology
- Creating a new spreadsheet
- Entering text and numbers
- Saving a spreadsheet
- Retrieving a spreadsheet
- Printing a spreadsheet

Working with Ranges

- Deleting / inserting rows and columns
- Altering the width of a column/row
- Autosum
- Autofill
- Flashfill

Page Layout

- Margins and scaling
- Orientation
- Headers and footers
- Freeze Panes

Working with Cells

- Formatting cells - justification, borders, shading, number format
- Deleting cells
- Performing simple calculations on cells (+, -, *, /)
- Merging cells
- Text Wrap
- Conditional formatting
- Moving/copying data

Charts

- Creating a chart
- Formatting a chart
- Sparklines
- Printing a chart

Exporting Data

- Exporting worksheets into a Word document
- Exporting charts into a Word document

Prolog UK Ltd
314 Midsummer Boulevard
Milton Keynes
MK9 2UB

tel: 0845 901 1818
web: prologtraining.co.uk
email: enquiries@prologtraining.co.uk