

# Microsoft® Office Excel® 2013: Part 1

Duration: 1 Day

Method: Instructor-Led

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*Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Excel® 2013 Exam: 77-420*

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## Course Description

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.

## Target Students

This course is intended for students who wish to gain the foundational understanding of Microsoft® Office Excel® 2013 that is necessary to create and work with electronic spreadsheets.

## 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 also be comfortable working in the Windows® 8 or 8.1 environment and be able to use Windows® 8 or 8.1 to manage information on their computers. Specific tasks the students should be able to perform include: opening and closing applications, navigating basic file structures, and managing files and folders. To obtain this level of skill and knowledge, you can take any of the following Logical Operations courses:

- *Using Microsoft® Windows® 8.1*
- *Introduction to Personal Computers Using Microsoft® Windows® 8.1*

## Course Objective

Upon successful completion of this course, you will be able to create and develop Excel® worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will:

- Get started with Microsoft® Office Excel® 2013
- Perform calculations
- Modify a worksheet
- Format a worksheet
- Print workbooks
- Manage workbooks

## Course Topics

### Lesson 1: Getting Started with Microsoft® Office Excel® 2013

- **Topic 1A:** Navigate the Excel® User Interface
- **Topic 1B:** Use Excel® Commands
- **Topic 1C:** Create and Save a Basic Workbook
- **Topic 1D:** Enter Cell Data
- **Topic 1E:** Use Excel® Help

### Lesson 2: Performing Calculations

- **Topic 2A:** Create Worksheet Formulas
- **Topic 2B:** Insert Functions
- **Topic 2C:** Reuse Formulas

### Lesson 3: Modifying a Worksheet

- **Topic 3A:** Insert, Delete, and Adjust Cells, Columns, and Rows
- **Topic 3B:** Search for and Replace Data
- **Topic 3C:** Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

- **Topic 4A:** Modify Fonts
- **Topic 4B:** Add Borders and Colors to Worksheets
- **Topic 4C:** Apply Number Formats
- **Topic 4D:** Align Cell Contents
- **Topic 4E:** Apply Styles and Themes
- **Topic 4F:** Apply Basic Conditional Formatting
- **Topic 4G:** Create and Use Templates

### Lesson 5: Printing Workbooks

- **Topic 5A:** Preview and Print a Workbook
- **Topic 5B:** Define the Page Layout

### Lesson 6: Managing Workbooks

- **Topic 6A:** Manage Worksheets
- **Topic 6B:** Manage Workbook and Worksheet Views
- **Topic 6C:** 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