



Excel Core 2013

This beginners **Microsoft Excel** course will introduce you to the basic skills needed to use Excel. It starts with the key skills of how to create Excel workbooks and worksheets and navigate around them. It then introduces how to use some of Excel's basic features and finishes off by showing you time saving features such as Macros and Autofill and how to create simple formulae and format worksheets.

We know that learning Excel for the first time can be a bit daunting. Our highly experienced Excel trainers have many years of experience and will quickly get you using Excel confidently. Our courses are hands-on which means that you will leave the course with plenty of practical Excel experience as well as lots of tips and tricks.

Prerequisites

A foundation in basic Excel techniques is advised.

Objectives

By the end of this course, candidates will be able to create charts, work effectively with multiple sheets in workbooks, use basic functions effectively, use productivity tools and work with a vast range of Excel features.

Having practiced all of these new skills extensively during the course you will be able to hit the ground running on your return to the office and should be able to complete your Excel work far more quickly.

Certifications

Attending delegates will be presented with a Certificate of Attendance upon completion of training.

Training Methodology

We believe that learning is most effective when presented in a relevant context so that the skills, strategy, and knowledge are meaningful to our delegates and can be applied directly in the training.



Each delegate will be given a CD with the training manuals to refer to, both during and after the course.

Course Outline

Overview

- Working in the excel window
- Using the Onscreen Tools
- Navigating the Ribbon
- Introducing Office Backstage & Microsoft Office FILE Tab
- Changing Excel's View
- Splitting the Window

Working with Excel 2013

- Creating & Saving Workbooks
- Saving in Different File Formats
- Entering and Editing Basic Data in a Worksheet
- Editing a Cell's Contents
- Using Data Types to Populate a Worksheet
- Filling a Series with Auto Fill
- Filling Cells with Flash Fill
- Cutting, Copying, and Pasting Data

Using Office Backstage

- Printing and Previewing a document with Backstage
- Setting the Print Area
- Applying Printing Options
- Customizing the Quick Access Toolbar
- Customizing the Ribbon
- Accessing and Using Excel Templates

Using Basic Formulas

- Understanding and Displaying Formulas
- Understanding Order of Operations



- Building Basic Formulas
- Create Formulas for Addition, Subtraction, Multiplication, Division
- Using Cell References in Formulas
- Using Relative & Absolute Cell References in a Formula
- Using External Cell References
- Naming a Range
- Creating a Formula that Operates on a Named Range

Using Functions

- Exploring Functions
- Using TODAY & NOW
- Using the SUM, COUNT, COUNTA, AVERAGE, MIN & MAX Functions
- Use PMT
- Using Formulas to Create Subtotals
- Uncovering Formula Errors
- Tracing and Removing Trace Arrows

Formatting Cells & Ranges

- Inserting and Deleting Cells
- Manually Formatting, Aligning and Indenting Cell Contents
- Changing Text Orientation
- Choosing Fonts, Font Sizes & Font Color
- Applying Number Formats
- Wrapping Text in a Cell
- Merging Cells and Splitting Merged Cells
- Placing Borders around Cells
- Copying Cell Formatting with the Format Painter
- Understanding Paste Special Options
- Formatting Cells with Styles
- Inserting & Removing a Hyperlink into a Worksheet
- Applying Conditional Formatting to Cells
- Using the Rules Manager to Apply Conditional Formats



Formatting Worksheets

- Working with Rows and Columns
- Hiding or Unhiding a Row or Column
- Transposing Rows or Columns
- Choosing a Theme for a Workbook
- Modifying a Worksheet's Onscreen and Printed Appearance
- Inserting Headers and Footers
- Inserting a Watermark
- Repeating Headers and Footers
- Adding and Moving a Page Break
- Setting Margins

Managing Worksheets

- Organizing Worksheets
- Copying a Worksheet
- Changing the Color of a Worksheet Tab
- Hiding and Unhiding Worksheets
- Using Zoom and Freeze to Change the Onscreen View
- Finding and Replacing Data

Working with Data and Macros

- Importing Data
- Opening Non-Native Files Directly in Excel
- Getting External Data
- Restricting Cell Entries to Certain Data Types
- Removing Duplicate Rows from a Worksheet
- Sorting Data on a Single & Multiple Criteria
- Sorting Data Using Cell Attributes
- Using AutoFilter
- Creating a Custom AutoFilter
- Filtering Data Using Cell Attributes
- Outlining and Subtotaling data
- Adding and Removing Rows or Columns in a Table



- Removing Duplicates in a Table
- Using a Slicer to View Table Data
- Saving Work with Macros
- Recording and Running a Basic Macro

Using Advanced Formulas

- Using Formulas to Conditionally Summarize Data
- Using SUMIF, SUMIFS, COUNTIF, COUNTIFS, AVERAGEIF & AVERAGEIFS
- Using Formulas to Look Up Data in a Workbook
- Using VLOOKUP & HLOOKUP
- Adding Conditional Logic Functions to Formulas
- Using IF, AND, OR, NOT & IFERROR
- Using Formulas to Modify Text
- Converting Text to Columns
- USING LEFT, RIGHT, MID, TRIM, UPPER, LOWER, CONCATENATE
- Using FIND & SUBSTITUTE

Securing and Sharing Workbooks

- Protecting a Worksheet & Protecting a Workbook
- Allowing Multiple Users to Edit a Workbook Simultaneously
- Tracking Changes to a Workbook
- Inserting, Viewing, Editing & Deleting a Comment

Creating Charts

- Building & Manipulating Charts
- Formatting a Chart with a Quick Style or Manually
- Using New Quick Analysis Tools
- Adding a Chart or Sparklines
- Working with Totals
- Applying Conditional Formatting
- Creating PivotTables and Pivot Charts
- Creating a Basic PivotTable
- Adding a PivotChart



Adding Pictures and Shapes to a Worksheet

- Inserting a Picture from a File or Online
- Adding Shapes, Lines, Text Boxes, and WordArt
- Applying Styles to Shapes and Changing Styles
- Adding Graphic Enhancements Using Picture Tools
- Using the Color Feature to Enhance Images
- Changing a Graphic with Artistic Effects
- Using Picture Properties
- Using a Screenshot to Capture and Crop Images
- Using SmartArt Graphics
- Creating a Flowchart
- Creating an Organization Chart Skill

We look forward to be your training provider for such course.

“It is not the strongest or the most intelligent of the species that survives but the one that is the most adaptable to change.” – Charles Darwin