

# Microsoft Office Excel 2013: Level 1

**Objectives:** You will create and edit basic Microsoft Office Excel 2013 worksheets and workbooks.

**Designed for:** This course is designed for people who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2013 worksheets.

**Prerequisites:** To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

## Course Content:

### Getting Started with Microsoft Excel 2013

- Identify the Elements of the Excel Interface
- Create a Basic Worksheet
- Use the Help System

### Performing Calculations

- Create Formulas in a Worksheet
- Insert Functions in a Worksheet
- Reuse Formulas

### Modifying a Worksheet

- Manipulate Data
- Insert, Manipulate and Delete Cells, Columns and Rows
- Search for and Replace Data
- Spell Check a Worksheet

### Formatting a Worksheet

- Modify Fonts
- Add Borders and Colour to Cells
- Apply Number Formats
- Align Cell Contents
- Apply Cell Styles

### Printing Workbook Contents

- Define the Basic Page Layout for a Workbook
- Refine the Page Layout and Apply Print Options

### Managing Large Workbooks

- Format Worksheet Tabs
- Manage Worksheets
- Manage the View of Worksheets and Workbooks

### Customizing the Excel Environment

- Customize General and Language Options
- Customize Formula Options
- Customize Proofing and Save Options
- Customize the Ribbon and Quick Access Toolbar
- Customize the Functionality of Excel by Enabling Add-Ins
- Customize Advanced and Trust Center Options

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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