Excel 2013 Beginner

Modality: On Demand

Duration: 5 Hours

About this course:

Let's get a short reference to excel first. Should we? Microsoft Excel is a spread sheet program that MS developed in 1985, with the main purpose to help businesses in compiling all the financial data, annual credit, as well as annual debit sheets. Now, fast forwarding into the future after 3 decades, it has become the most frequently used graph and pivot tables development software. So, interested to explore and learn Microsoft Excel? You have landed the right page then! This program is designed to enable you with MS Excel 2013 and gain core software expertise. You can learn to build a spreadsheet, add tables or graphs and get to know basic functions.

Course Objective:

Once you will complete this course, you will learn the following concepts:

- Navigating
- Interactive Guides
- Saving Files
- Compatibility Issues
- Split Screen
- Quick Access Toolbar
- Templates
- Formulas
- Troubleshooting Issues
- Working with small and large Worksheets
- Autofill Series, styles & Formatting
- Styles & Themes
- Copying Entire Worksheets

Targeted Audience:

- Anyone who works on Excel or wants to learn it is welcome here.

Prerequisites:

- None

Recommended prerequisites courses:

- None

Course Outline:

Essentials and Intro to Formulas and Functions

- Introduction and the Ribbon
- Interactive Guides
- Navigating
- Quick Access Toolbar
- Formulas
- Saving Files
- Functions
- Continued Formula
- Troubleshooting Issues
- Compatibility Issues
-

Formatting, Spreadsheet Design, Page Setup, and Printing

- Fill Handle
- Copying and Pasting
- Autofill Series, Formatting & styles
- Styles and Themes
- Templates
- Working with Worksheets
- Copying Entire Worksheets
- Custom Views
- Spell Check in Excel
- Working with Large Worksheets
- Split Screen
- Printing
- Page Layout View