

Excel 2013 Beginner

Modality: Self-Paced Learning

Duration: 5 Hours

SUBSCRIPTION: Learn, Master, Master Plus

About this course:

First let's have a quick flashback at excel. Shall we? MS Excel is a spreadsheet programme developed by Microsoft in 1985, with the sole purpose of helping businesses compile all their financial data, yearly credit, and yearly debit sheets. Fast forward to the future after 31 years, it is now the most commonly used program for creating graphs and pivot tables. So excited to learn MS Excel? Then you are at the right place! This course is intended to help you get started with Excel 2013 and gain a basic knowledge of the program. You'll learn how to create a spreadsheet, insert tables and graphs, and familiarize yourself with simple functions.

Course Objective:

After completing this course, students will have a working understanding of:

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

Audience:

This course is intended for:

- Anyone who wants to learn MS Excel.

Prerequisites:

- Burning desire to learn this course!

Suggested 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