

Excel 2013 Level 1

Understand & use the power of Excel to manage data



OVERVIEW

Become comfortable with writing your own formulas, using functions, and learn the important foundation tools of Excel.

Getting to Know Microsoft Excel

- Navigating Excel
- Using the Ribbon
- Backstage view
- Dialogue boxes
- Quick Access Toolbar

Creating a New Workbook

- Typing text, numbers and dates
- Check the spelling
- Printing, saving and closing

Working with Workbooks

- Navigating a workbook
- Using Go To
- Data editing
- Overwriting/clearing cells

Selecting Ranges

- Contiguous and non-contiguous ranges
- Special selection techniques
- Selecting ranges, rows and columns

Formulas and Functions

- Addition and subtraction
- Multiplication and division
- Functions
- Min and Max values

Copying Data

- Using fill
- Copying to cells
- Copying to ranges
- Relative formulas

Font Formatting

- Changing the font, colour and size
- Growing and shrinking
- Bold, italic and underline
- Format painter

Cell Alignment

- Aligning right, centre and left
- Rotating text
- Indenting cells

Row and Column Formatting

- Setting column widths
- Setting row heights
- Hiding and un-hiding

Number Formatting

- Formatting as currency, percentages, fractions and dates
- The thousands separator

Printing

- Preview before you print
- Selecting a range
- Printing a workbook
- Print options

Creating Charts

- Chart types
- Creating a new chart
- Resizing and dragging charts
- Embedded charts
- Changing the chart type, layout and style

DURATION

1 day

→ [Click Here for Scheduled Dates](#)

DELIVERY MODES

- ✓ Scheduled classes
- ✓ Onsite classes
- ✓ Webinar
- ✓ Presentation

PRE-REQUISITES

None

CORE COMPETENCIES

- ✓ Ranges
- ✓ Formulas and Functions
- ✓ Formatting
- ✓ Printing
- ✓ Charts

BOOK NOW

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Or call **02 8824 4677**
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