***MICROSOFT EXCEL 2013 BASIC***

**Sunday August 20th 10:00 a.m. - 4:00 p.m.**

**Franklin Jamatkhana Social hall 220 28th ST NE**

**Fee for this All Day Information Session is $20.00**

**Participants will acquire basic knowledge on how to effectively use MS Excel 2013**

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| **New Excel 2013 Interface**   * Understand the Ribbon and Contextual Tabs * Data Entry to Create a New Workbook * Using Excel Templates * Customize the Quick Access Toolbar   **Understanding and Working with Data**   * Select, enter, edit and delete data * Add Label and a Value * Using Find, Replace and Go to, Redo, Repeat * Inserting/Deleting cells, worksheets, rows, etc.   **Formatting Workbook Elements**   * Using and Modifying Conditional Formatting * Creating and Modifying Styles | **Using Basic Formulas and function**   * How to create formulas and use AutoSum and functions * Using Relative and Absolute Cell References * Logical functions * Conditional functions * Financial functions * Text functions * Date and time functions * Array formulas   **Charting**   * Introductions to simple charts and Elements   **Printing**   * Define Printing feature |

**Course Outline**

**For more information and to register e-mail: epb.crc@gmail.com**

**Phone or Text: Zull Punjani (403) 689-8584**