***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
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**Course Outline**

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

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