

# INTRODUCTION AND INTERMEDIATE MICROSOFT EXCEL 2013

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## Course Outline

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### *Excel 2013: INTRODUCTION*

#### ***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.*

#### ***Using Basic Formulas and function***

- *How to create formulas and use AutoSum Function*
- *Using Relative and Absolute Cell References*

#### ***Formatting Workbook Elements***

- *Using and Modifying Conditional Formatting*
- *Creating and Modifying Styles*

#### ***Printing***

- *Define Printing feature*

### *Excel 2013: INTERMEDIATE*

#### ***Functions and formulas***

- *Logical functions*
- *Conditional functions*
- *Financial functions*
- *Text functions*
- *Date and time functions*
- *Array formulas*

#### ***Calculation options***

- *Lookups and data tables*
- *Using lookup functions*
- *Creating data tables*

#### ***Data management***

- *Validating cell entries*
- *Advanced filtering*

#### ***Charting***

- *Chart formatting options*
- *Combination charts*

#### ***PivotTables and Pivot Charts***

- *Creating PivotTables*
- *Modifying PivotTable data*
- *Formatting PivotTables*
- *Using Pivot Charts*

