

Module Title : Microsoft Excel 2013 Basic

Duration : 1 day

Introduction

This training is suitable for beginner of Excel 2013 user. This training will explain about new Excel 2013 for daily routine usage.

Contents

In this module it will explained about the basic interface and how to use Excel 2013.

Module 1: The Basics

- Getting Started
- Signing In
- Creating a New Workbook
- Parts of a Workbook
- Saving a Workbook
- Opening a Workbook

Module 2: Your First Workbook

- Selecting Data
- Entering and Deleting Data
- Using Undo and Redo
- Using Cut, Copy, and Paste

Module 3: Working with Data

- Inserting Rows and Columns
- Merging and Splitting Cells
- Moving Cells
- Using Paste Special
- Using Find and Replace
- Hiding and Unhiding Cells

Module 4: Using Timesaving Tools

- Using AutoFill

- Using Flash Fill
- Using AutoSum
- Using AutoComplete
- Using AutoCalculate

Module 5: Formatting Text

- Changing the Font Face, Size, and Color
- Applying Text Effects
- Applying Borders and Fill
- Using the Font Tab of the Format Cells Dialog
- Clearing Formatting

Module 6: Formatting Data

- Wrapping Text
- Changing the Size of Rows and Columns
- Adjusting Cell Alignment
- Changing Text Direction
- Changing Number Format
- Quick Analysis

Module 7: Charting Data

- Creating Sparklines
- Inserting Charts

Module 8: Viewing, Printing, and Sharing Your Workbook

- Using Views
- Saving a Workbook as PDF or XPS
- Printing a Workbook

Module 9: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs

- Resetting Interface Changes