



## Microsoft Office Excel 2013 Courses 24 Hours

### COURSE OUTLINES

#### FOUNDATION LEVEL COURSE OUTLINE

Getting Started With Excel 2013  
Starting Excel 2013  
Selecting the Blank Worksheet Template  
The Excel 2013 Cell Referencing System  
Entering Numbers and Text  
Default Text and Number Alignment  
Summing a Column of Numbers  
Entering a Date  
Worksheets and Workbooks  
Saving a Workbook to Your Hard Disk  
Closing a Workbook  
Creating a New Workbook  
Opening a Workbook  
Opening a Recently Used Workbook  
Pinning Files and Folders  
Switching between Workbooks  
Saving a Workbook Using another Name  
Saving a Workbook Using a Different File Type  
Getting Help within Excel 2013  
Searching For Help  
The Help 'Table of Contents'  
Printing a Help Topic  
Alt Key Help  
Using Other Excel Templates

Excel 2013 Selection Techniques  
Why Are Selection Techniques Important?  
Selecting a Cell  
Selecting a Range of Connecting Cells  
Selecting a Range of Non-Connecting Cells  
Selecting the Entire Worksheet  
Selecting a Row  
Selecting a Range of Connecting Rows  
Selecting a Range of Non-Connected Rows  
Selecting a Column  
Selecting a Range of Connecting Columns  
Selecting a Range of Non-Connecting Columns



## Recommended Techniques When Creating or Editing Lists

### Manipulating Rows and Columns within Excel 2013

- Inserting Rows into a Worksheet
- Inserting Columns into a Worksheet
- Deleting Rows within a Worksheet
- Deleting Columns within a Worksheet
- Modifying Column Widths
- Modifying Column Widths Using 'Drag and Drop'
- Automatically Resizing the Column Width to Fit Contents
- Modifying Row Heights

### Manipulating Cells and Cell Content within Excel 2013

- Copying a Cell or Range Contents within a Workbook
- Deleting Cell Contents
- Moving the Contents of a Cell or Range within a Workbook
- Editing Cell Content
- Undo and Redo
- Copying Data between Worksheets (Within the Same Workbook)
- Moving Data between Worksheets (Within the Same Workbook)
- Moving Data Worksheets (Between Different Workbooks)
- Copying Data between Worksheets (In Different Workbooks)
- AutoFill
- Copying a Data Range Using AutoFill
- Sorting a Cell Range
- Searching and Replacing Data

### Excel 2013 Worksheets

- Switching between Worksheets
- Renaming a Worksheet
- Recommended Techniques with Naming Worksheets
- Inserting a New Worksheet
- Deleting a Worksheet
- Copying a Worksheet within a Workbook
- Moving a Worksheet within a Workbook
- Copying or Moving Worksheets between Workbooks

### Font Formatting within Excel 2013

- Font Formatting Options
- Font Type
- Font Size
- Bold, Italic, Underline Formatting
- Cell Border Formatting



Formatting the Background Colour  
Formatting the Font Colour

Alignment Formatting within Excel 2013  
Horizontally Aligning Contents in a Cell Range  
Centring a Title over a Cell Range  
Cell Orientation  
Text Wrapping within a Cell  
Aligning Cell Contents Vertically  
Format Painter

Number Formatting within Excel 2013  
Number Formatting  
Decimal Point Display  
Applying and Removing Comma Style Formatting (To Indicate Thousands)  
Currency Symbol  
Date Styles  
Percentages

Freezing Row and Column Titles  
Freezing Row and Column Titles

Excel 2013 Formulas  
Creating Formulas  
The Easy Way to Create Formulas  
Copying Formulas  
Operators  
Using Operators in Formulas  
Formula Error Messages  
Relative Cell Referencing within Formulas  
Absolute Cell Referencing within Formulas

Excel 2013 Functions  
What Are Functions?  
Common Functions  
Sum Function  
Average Function  
Max Function  
Min Function  
Count Function  
The Counta Function  
The Countblank Function  
What Are 'If Functions?'



## Using the If Function

Excel 2013 Charts

Inserting a Column Chart

Inserting a Line Chart

Inserting a Bar Chart

Inserting a Pie Chart

Resizing a Chart

Deleting a Chart

Chart Title or Labels

Changing the Column, Bar, Line or Pie Slice Colours in a Chart

Modifying the Legend Fill Colour

Changing the Chart Type

Modifying Charts Using the Layout Tab

Copying and Moving Charts within a Worksheet

Copying and Moving Charts between Worksheets

Copying and Moving Charts between Workbooks

Customising Excel 2013

Modifying Basic Excel Options

## INTERMEDIATE LEVEL COURSE OUTLINE

Excel 2013 Setup & Printing Issues

Worksheet Margins

Worksheet Orientation

Worksheet Page Size

Headers and Footers

Header and Footer Fields

Scaling Your Worksheet to Fit a Page(S)

Visually Checking Your Calculations

Displaying Gridlines When Printing

Printing Titles on Every Page

Printing Row and Column Headings

Spell Checking

Previewing a Worksheet

Viewing Workbooks Side By Side

Zooming the View

Printing Options

Setting the Number of Copies to Print

Selecting a Printer

Selecting Individual Worksheets or the Entire Workbook

Selecting Which Pages to Print

Single or Double Sided Printing



Collation Options  
Page Orientation  
Paper Size  
Margins  
Scaling  
Printing

Excel 2013 Functions and Formulas  
Getting Help with Functions  
Nested Functions  
Consolidating Data Using a 3-D Reference Sum Function  
Mixed References within Formulas

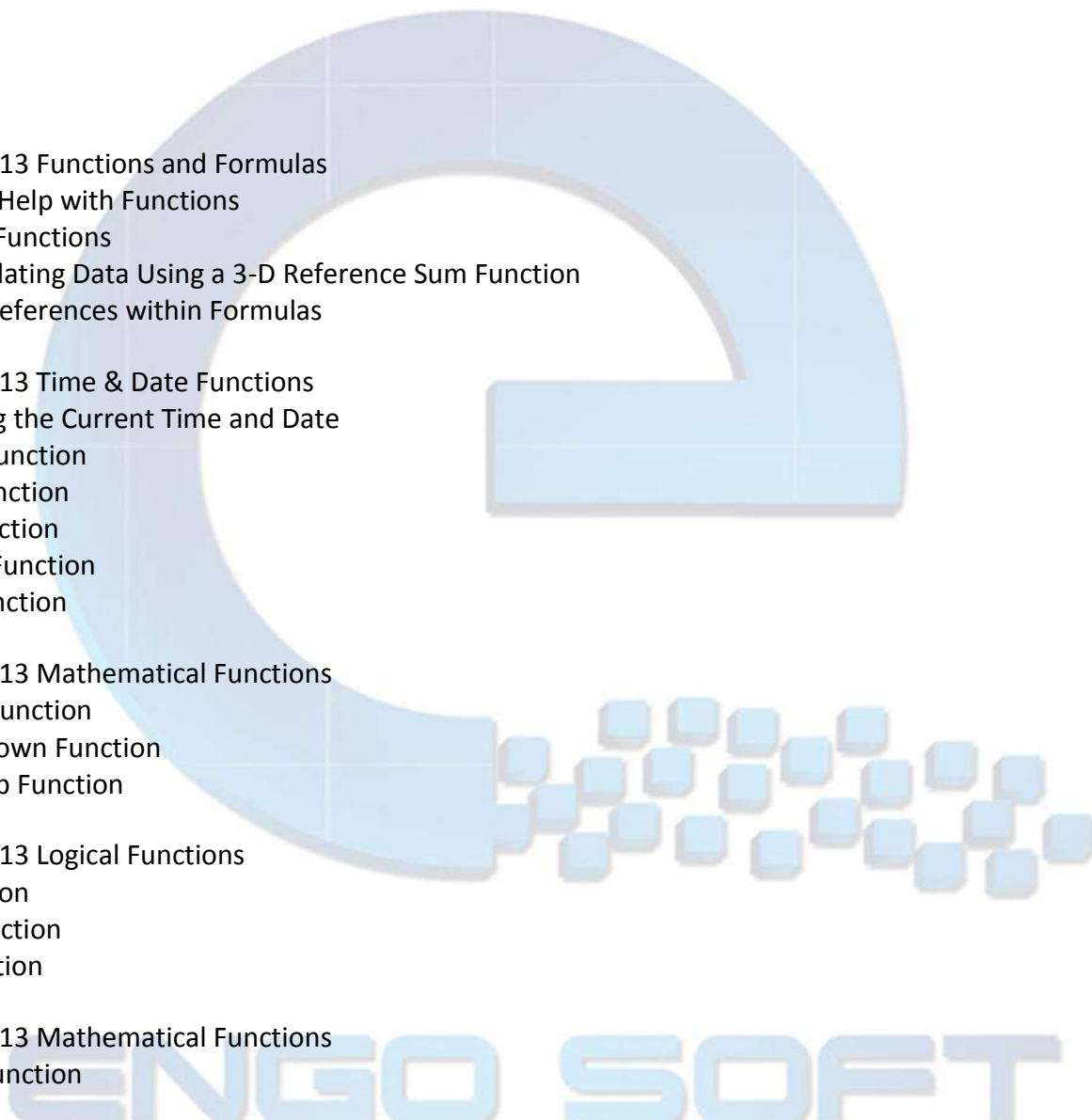
Excel 2013 Time & Date Functions  
Inserting the Current Time and Date  
Today Function  
Now Function  
Day Function  
Month Function  
Year Function

Excel 2013 Mathematical Functions  
Round Function  
Rounddown Function  
Roundup Function

Excel 2013 Logical Functions  
If Function  
And Function  
Or Function

Excel 2013 Mathematical Functions  
Sumif Function

Excel 2013 Statistical Functions  
Count Function  
Counta Function  
Countif Function  
Countblank Function  
Rank Function





### Excel 2013 Text Functions

- Left Function
- Right Function
- Mid Function
- Trim Function
- Concatenate Function

### Excel 2013 Financial Functions

- Fv Function
- Pv Function
- Npv Function
- Rate Function
- Pmt Function

### Excel 2013 Lookup Functions

- Vlookup Function
- Hlookup Function

### Excel 2013 Database Functions

- Dsum Function
- Dmin Function
- Dmax Function
- Dcount Function
- Daverage Function

### Excel 2013 Named Ranges

- Naming Cell Ranges
- Removing a Named Range
- Named Cell Ranges and Functions

### Excel 2013 Cell Formatting

- Applying Styles to a Range
- Conditional Formatting
- Custom Number Formats

### Manipulating Worksheets within Excel 2013

- Copying or Moving Worksheets between Workbooks
- Splitting a Window
- Hiding Rows
- Hiding Columns
- Hiding Worksheets
- Un-Hiding Rows
- Un-Hiding Columns





Un-Hiding Worksheets  
Excel 2013 Templates  
Using Templates  
Creating Excel Templates  
Editing Excel Templates

Paste Special Options within Excel 2013  
Using Paste Special to Add, Subtract, Multiply & Divide  
Using Paste Special 'Values'  
Using Paste Special Transpose Option

#### ADVANCED LEVEL COURSE OUTLINE

Pivot Tables  
Creating and Using a Pivot Table  
Filtering and Sorting Data within a Pivot Table  
Automatically Grouping Data in a Pivot Table and Renaming Groups  
Manually Grouping Data in a Pivot Table and Renaming Groups

Input Tables  
One-Input Data Tables  
Two-Input Data Tables

Charts  
Creating a Combined Line and Column Chart  
Adding a Secondary Axis to a Chart  
Changing the Chart Type for a Particular Data Series  
Adding a Data Series to a Chart  
Removing a Data Series from a Chart  
Re-Positioning Chart Title  
Re-Positioning the Chart Legend  
Moving and Formatting Chart Data Labels  
Modifying Chart Axis Scales  
Formatting an Axis to Display Using Commas  
Inserting Images into Chart Columns  
Inserting Images to Chart Bars  
Formatting the Chart Plot Area Using a Picture  
Formatting the Chart Area Using a Picture

Hyperlinks  
Inserting a Hyperlink  
Editing a Hyperlink  
Removing a Hyperlink



## Linking & Embedding

What Is Embedding and Linking?

Linking Data within a Worksheet

Linking Cells between Worksheets within a Workbook

Linking Data between Workbooks

Linking Data from Excel to a Word Document

Linking an Excel Chart to a Word Document

Updating, Locking and Breaking Links

## Importing Text Files

What Is a Delimited Text File?

Importing a Delimited Text File

## Sorting and Filtering Data

Sorting Data by Multiple Columns at the Same Time

Applying a Pre-Installed Custom Sort

Creating a Customized List and Performing a Custom Sort

Removing a Customised List

Using AutoFilter

Using AutoFilter to Perform Multiple Queries

Top 10 AutoFilter

Removing All AutoFilters from a Worksheet

Advanced Filter Criteria

Sub-Totalling

Removing Subtotals

Expanding and Collapsing Outline Detail Levels

## Tracking and Reviewing Changes

Enabling or Disabling the 'Track Changes' Feature

Sharing, Comparing and Merging Worksheets

Scenarios

Scenario Manager

Scenario Summary Reports

## Validating

Data Validation - Whole Number

Data Validation - Decimal Number

Data Validation - List

Data Validation - Date

Data Validation - Time

Data Validation - Text Length

Customising a Validation Input Message and Error Alert

Removing Data Validation





Auditing  
Tracing Precedent Cells  
Tracing Dependent Cells  
Cells with Missing Dependents  
Showing All Formulas in a Worksheet  
Inserting and Viewing Comments  
Editing and Deleting Comments  
Showing and Hiding Comments

Macros  
Macro to Change the Page Set-Up  
Macro to Apply a Custom Number Format  
Macro to Format a Cell Range  
Macro to Insert Fields into the Header or Footer  
Assigning a Macro to a Button on the Quick Access Toolbar  
Deleting Macros

Passwords & Security Issues  
Adding 'Open' Password Protection to a Workbook  
Adding 'Modify' Password Protection to a Workbook  
Removing an 'Open' Password from a Workbook  
Removing a 'Modify' Password from a Workbook  
Password Protecting Cells and Worksheets  
Hiding Formulas  
Un-Hiding Formulas

ENGO SOFT