



Training Solutions, Inc.

Microsoft Excel 2013 Basics Course Outline

Section 1 - Excel Basics

- Starting Excel
- Start Screen
- Quick Access Toolbar
- Ribbon and Menu Options
- Status and Scroll Bars
- Navigating Worksheets
- Accessing Files
- Getting Help
- Exiting Excel

Section 2 - Creating a Worksheet

- Entering and Editing Data
- Saving a File
- Printing Worksheets
- Opening and Closing Workbooks
- Using Save As
- Recent Workbooks
- Creating a New Workbook
- Aero Peek Preview

Section 3 - Formulas and Functions

- The Formula Bar
- Creating Simple Formulas
- Displaying Formulas
- Using Functions
- Creating Functions with Quick
Analysis
- Selecting Cells and Ranges

Section 4 - Editing a Worksheet

- Cut, Copy and Paste
- Clipboard Task Pane
- Using Drag-and-Drop
- Copy using AutoFill
- Copy Formulas
- Inserting/Deleting Columns and Rows
- Page Breaks and Margins
- Page Settings
- Print Orientation

Section 5 - Formatting a Worksheet

- Adjusting Column Width
- Using AutoFill for Data Series
- Entering Data in a Range
- Formatting Dates/Numbers
- Applying/Removing Cell Formats
- Font Formats
- Aligning Cell Entries/Titles
- Borders and Shading
- Conditional Formatting
- Quick Analysis Formatting
- Format Painter
- Spell Check
- Adding, Renaming, and Deleting
Worksheets

Section 6 - Large Worksheets

- Freeze Panes and Splits
- Zoom
- Print Scaling
- Naming Ranges