Kennesaw State University

University Information
Technology Services

Microsoft Office: Excel 2013

Intro to Excel

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

This booklet is the companion document to the Excel 2013: Intro to Excel workshop. It includes an introduction to the Microsoft Office 2013 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Excel 2013.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- *Identify the components of the Office 2013 interface*
- *Be familiar with the layout of the spreadsheet*
- *Have the ability to enter text and numbers*
- *Have the ability to modify a spreadsheet*
- *Know how to change the appearance of text and numbers within the spreadsheet*
- *Be able to apply borders*
- *Be able to insert graphics*
- *Be able to add headers and footers*
- *Be able to insert hyperlinks*
- *Be able to work with shapes*
- *Have the ability to print*
- *Know how to save a worksheet*

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