

Microsoft EXCEL Training
Level 1

Introduction

In this introductory course to Excel, participants will explore Excel activities that go beyond the basic. After successful completion of this session, participants can expect to have the skills required to work efficiently in an existing worksheet and to also create new worksheets from a template and from scratch.

Topics Include

- Create a basic worksheet by entering text, values, and formulas.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Create formulas by using some of Excel's built-in functions.
- Filter and sort Excel data.
- Plan, create and modify charts.
- Prepare a document for printing by using a variety of printing options.

Prerequisite

Comfortable with Windows 7, or OSX

Platform

Windows, OSX

Software

Microsoft Excel 2013, Microsoft Excel 2010 (Windows)

Microsoft Excel 2011 (MAC)

Instructor

Anna Neagu – Application Support Consultant

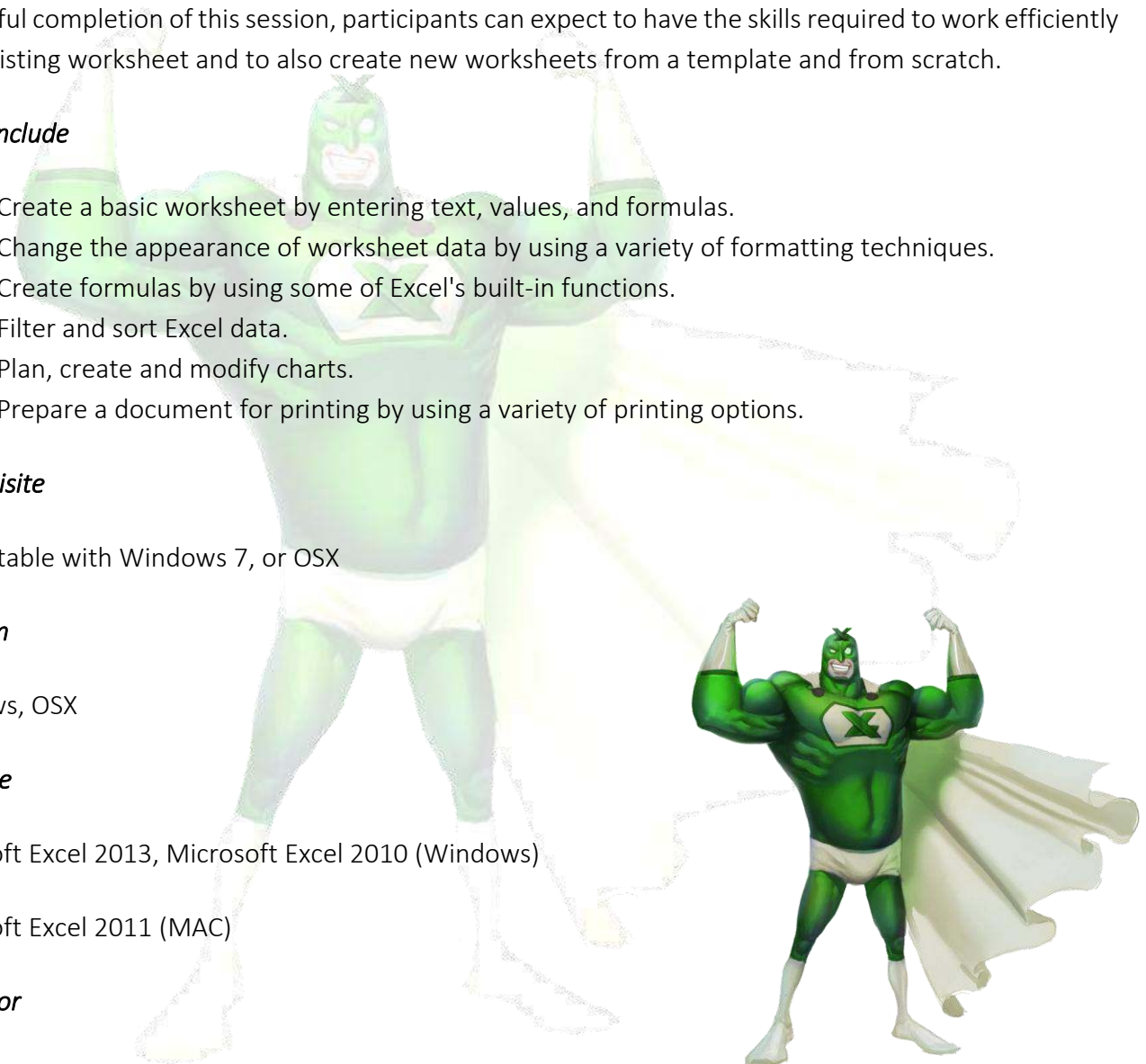


Table of Contents

1. Opening Excel 5

2. Getting Started..... 5

 2.1. The Excel Interface 6

 2.1.1. The Application Window 7

 2.1.2. The Workbook Window.....15

 2.2. Creating and Opening Workbooks..... 22

 2.2.1. Create a new blank workbook 22

 2.2.2. Open an existing workbook 23

 2.2.3. Compatibility mode..... 25

 2.3. Saving and Sharing Workbooks27

 2.3.1. Save and Save As.....27

 2.3.2. AutoRecover 28

 2.3.3. Exporting workbooks..... 29

3. Cell Basics31

 3.1. Understanding Cells.....31

 3.2. Cell Content.....33

 3.3. Find and Replace 39

4. Formatting Cells 41

 4.1. Font Formatting..... 42

 4.2. Text Alignment 44

 4.3. Cell borders and fill colors..... 45

 4.4. Cell styles 47

 4.5. Formatting text and numbers 47

5. Modifying Columns, Rows and Cells 49

 5.1. Inserting, deleting, moving, and hiding rows and columns51

 5.2. Wrapping text and merging cells 55

6. Formulas and Functions.....57

 6.1. Simple Formulas57

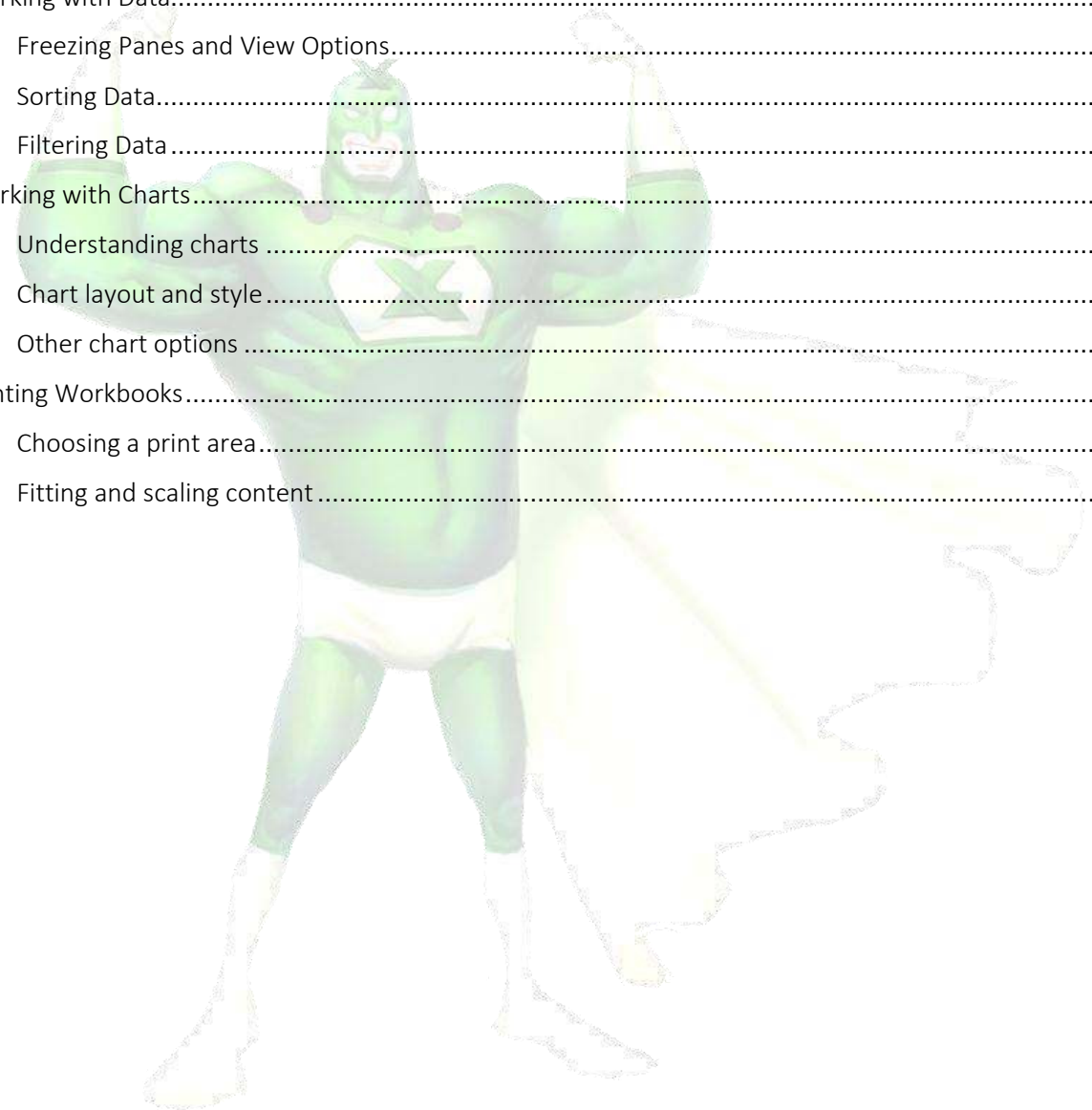
 6.2. Complex Formulas 62

 6.2.1. Relative and Absolute Cell References 63

 6.2.2. Relative cell references 63

 6.2.3. Absolute cell references 66

6.3.	Functions.....	67
6.3.1.	Creating a function.....	69
6.3.2.	The Function Library	71
6.3.3.	The Insert Function command.....	74
7.	Working with Data.....	80
7.1	Freezing Panes and View Options.....	80
7.2	Sorting Data.....	81
7.3	Filtering Data	83
8.	Working with Charts.....	84
8.1.	Understanding charts	84
8.2.	Chart layout and style.....	85
8.3.	Other chart options	87
9.	Printing Workbooks.....	89
9.1.	Choosing a print area.....	90
9.2.	Fitting and scaling content.....	93



1. Opening Excel

Using Windows 7

1. Click on the **Start** Button.
2. In the Search Program and Files box type **Excel**.
3. Click on **Excel 2013** from the Program results.
4. The Microsoft Excel 2013 program will open.

Using Windows 8

1. Press the **Windows** key on the keyboard.
2. Type **Excel**.
3. Click on **Excel 2013** under the Apps results.

Using iOS 7

1. Click on **Launchpad**.
2. Select Microsoft Excel.

2. Getting Started

When you open Excel 2013 for the first time, the Excel Start Screen will appear. From here, you'll be able to create a new workbook, choose a template, and access your recently edited workbooks.

1. From the **Excel Start Screen**, locate and select **Blank workbook** to access the Excel interface.
2. Click **Open Other Workbooks** to work on an existing workbook.

[Click here to download full PDF material](#)