

Excel 2013: Basic

Duration: One day

Course Number: AX1426036809

Description:

This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates. In addition, students will learn the basics of entering and editing text, values, and formulas, and how to save workbooks in the native Excel format, as well as in other formats. They will learn how to move and copy data and formulas, how to determine absolute and relative references, and how to work with ranges, rows, and columns. Students will also learn how to use simple functions, and how to easily apply formatting techniques to worksheet data. They will create and modify charts, and work with graphics. Finally, they will review workbooks for spelling errors, modify page setup, and print worksheets.

This course will help students prepare for the Microsoft Office Specialist core-level exam for Excel 2013 (exam 77-420) and the Microsoft Office Specialist Expert exam for Excel 2013 (exam 77-421). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Excel 2013.

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