MICROSOFT EXCEL 2013 ESSENTIALS MAC

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COURSE LENGTH: 1.0 DAYS

Every business uses spreadsheets one way or another, developing your skills in MS Excel 2013 should be an essential part of your professional development plan.

The PD Training Microsoft Excel 2013 Essentials Training Course teaches you the basic features of Excel 2013, including formatting, printing, entering data, filter tools, editing, graphics and a thorough understanding of the interface. This course creates a solid foundation on which you can create your next spreadsheet with confidence.

This practical training course is now available throughout New Zealand, including Auckland, Wellington or Christchurch and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

MICROSOFT EXCEL 2013 ESSENTIALS MAC COURSE OUTLINE

FOREWORD

Excel 2013 Essentials Training Course is designed to provide a comprehensive understanding of the basic features of Excel 2013 and how to use them correctly to fulfill various tasks. During the course, participants will learn to use basic Excel tools so that they are able to use Excel 2013 effortlessly.

OUTCOMES

This extensive training course in Excel 2013 Essentials develops basic skills and understanding of the application. After this course, participants will be able to use all of Excel 2013's basic functions to complete tasks expertly.

After completing this course, participants will have learned to:

- Create a new workbook
- Save a workbook
- Enter and delete data
- Insert rows and columns
- Merge and split cells
- Select data
- Use Find and Replace
- Hide and unhide cells
- Understand cell references and formulas
- Use basic formulas
- Understand and use basic functions
- Use spell check

MODULES

WEB LINKS

- ➤ View this course online
- ➤ In-house Training Instant Quote