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**M J H COMPUTER TRAINING**

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# Microsoft® Office Excel® 2013: Level 1

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**Course Length:** 1 day

**Target Student:** This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets.

## Course Content

### Lesson 1: Getting Started

**Topic A:** Navigate the Excel User Interface

**Topic B:** Use Excel Commands

**Topic C:** Create and Save a Basic Workbook

**Topic D:** Enter Cell Data

**Topic E:** Use Excel Help

### Lesson 2: Performing Calculations

**Topic A:** Create Worksheet Formulas

**Topic B:** Insert Functions

**Topic C:** Reuse Formulas

### Lesson 3: Modifying a Worksheet

**Topic A:** Insert, Delete, and Adjust Cells, Columns, and Rows

**Topic B:** Search for and Replace Data

**Topic C:** Use Proofing and Research Tools

### Lesson 4: Formatting a Worksheet

**Topic A:** Modify Fonts

**Topic B:** Add Borders and Colors to Worksheets

**Topic C:** Apply Number Formats

**Topic D:** Align Cell Contents

**Topic E:** Apply Styles and Themes

**Topic F:** Apply Basic Conditional Formatting

**Topic G:** Create and Use Templates

### Lesson 5: Printing Workbooks

**Topic A:** Preview and Print a Workbook

**Topic B:** Define the Page Layout

### Lesson 6: Managing Workbooks

**Topic A:** Manage Worksheets

**Topic B:** Manage Workbook and Worksheet Views

**Topic C:** Manage Workbook Properties