

Fast Track Computer Solutions

MS Excel 2013 – Course Outline

Basic to Intermediate = 6 Hours

Excel Best Practice

Getting Acquainted with Excel

1. The Excel Environment
2. The Title Bar
3. The Menu Bar
4. The Standard Toolbar
5. The Formatting Toolbar
6. The Ribbon
7. The Quick Access Toolbar
8. Scroll Bars
9. The Formula Bar
10. The Zoom Bar
11. Saving
12. Sheets

Using Ranges etc

1. Using Ranges
2. Selecting Ranges
3. Using AutoFill (Text, Numbers, Custom)
4. Sorting
5. Delete Duplicates
6. Filtering
7. Search & Replace
8. Format Painter
9. Flashfill

Inserting Images

1. Pictures
2. Online pictures

3. Shapes
4. Smart Art

Creating Formulas

1. Using Formulas
2. Formula Functions (+, -, *, /)
3. Using AutoSum
4. What is a Cross-Check
5. Average, Count Numbers, Count Text, Max, Min
6. Currency Conversion
7. Absolute Reference
8. Circular Reference
9. GST Calculations
10. Date Arithmetic

Building a “real” Spreadsheet

1. Putting all above into practice
2. Insert Comments
3. Printing
4. Protection

Co-Editing