

## Microsoft® Excel 2013

### FUNDAMENTALS

- Starting Excel 2013
- What's New in Excel 2013
- Understanding the Excel Program Screen
- Giving Commands
- Using Command Shortcuts
- Creating a New Workbook
- Opening a Workbook
- Previewing and Printing a Worksheet
- Saving a Workbook
- Closing a Workbook
- Using Help
- Exiting Excel

### GETTING STARTED WITH WORKSHEETS

- Navigating a Worksheet
- Entering Labels and Values
- Selecting a Cell Range and Entering Data in a Cell Range
- Overview of Formulas and Cell References
- Entering Formulas
- Entering Content Automatically

### EDITING A WORKSHEET

- Editing Cell Contents
- Copying and Moving Cells
- Controlling How Cells Are Moved or Copied
- Collecting Items to Move or Copy
- Checking Your Spelling
- Inserting Cells, Rows, and Columns
- Deleting Cells, Rows, and Columns
- Using Undo and Redo
- Finding and Replacing Content
- Adding Comments to Cells

### FORMATTING A WORKSHEET

- Formatting Text
- Formatting Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders and Background Colors
- Copying Formatting
- Applying and Removing Cell Styles
- Creating and Modifying Cell Styles
- Using Document Themes
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules
- Finding and Replacing Formatting

### CREATING AND WORKING WITH CHARTS

- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Inserting a Chart
- Editing, Adding, and Removing Chart Data
- Changing Chart Data
- Changing Chart Layout and Style
- Working with Chart Labels
- Changing the Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Using Chart Templates
- Changing Chart Type
- Using Sparklines

## **MANAGING WORKBOOKS**

Using Workbook Views  
Selecting and Switching Between Worksheets  
Inserting and Deleting Worksheets  
Renaming, Moving, and Copying Worksheets  
Splitting and Freezing a Window  
Creating Headers and Footers  
Hiding Rows, Columns, Worksheets, and Windows  
Setting the Print Area  
Adjusting Page Margins and Orientation  
Adding Print Titles, Gridlines, and Row and Column Headings  
Adjusting Paper Size and Print Scale  
Printing a Selection, Multiple Worksheets, and Workbooks  
Working with Multiple Workbook Windows  
Creating a Template  
Protecting a workbook  
Protecting a worksheets and worksheet elements  
Sharing a workbook  
Online Collaboration

## **MORE FUNCTIONS AND FORMULAS**

Formulas with Multiple Operators  
New Functions  
Inserting and Editing a Function  
AutoCalculate and Manual Calculation  
Defining Names  
Using and Managing Defined Names  
Displaying and Tracing Formulas  
Understanding Formula Errors  
Using Logical Functions (IF)  
Using Financial Functions (PMT)  
Using Database Functions (DSUM)

Using Lookup Functions (VLOOKUP)  
User Defined and Compatibility Functions  
Financial Functions  
Date & Time Functions  
Math & Trig Functions  
Statistical Functions  
Lookup & Reference Functions  
Database Functions  
Text Functions  
Logical Functions  
Information Functions  
Engineering and Cube Functions

## **WORKING WITH DATA RANGES**

Sorting by One Column  
Sorting by Colors or Icons  
Sorting by Multiple Columns  
Sorting by a Custom List  
Filtering Data  
Creating a Custom AutoFilter  
Using an Advanced Filter

## **WORKING WITH TABLES**

Creating a Table  
Adding and Removing Data  
Working with the Total Row  
Sorting a Table  
Filtering a Table  
Removing Duplicate Rows of Data  
Formatting the Table  
Using Data Validation  
Summarizing a Table with a PivotTable  
Converting to a Range

## **WORKING WITH PIVOT TABLES**

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a PivotTable
- Formatting a PivotTable
- Creating a PivotChart
- Creating a standalone PivotChart
- Drilling up or down
- Using Slicers
- Sharing Slicers Between PivotTables

## **ANALYZING DATA**

- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

## **WORKING WITH WEB AND EXTERNAL DATA**

- Inserting a Hyperlink
- Importing Data from an Access Database or Text File
- Importing Data from the Web and Other Sources
- Working with Existing Data Connections

## **WORKING WITH MACROS**

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar
- Editing a Macro's Visual Basic Code
- Inserting Copied Code in a Macro
- Declaring Variables and Adding Remarks to VBA Code
- Prompting for User Input
- Using the If...Then...Else Statement

## **CUSTOMIZING EXCEL**

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Creating a Custom AutoFill List
- Creating a Custom Number Format