

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