

## Excel 2013 – Level 1 - Introduction and Basics

The Excel 2013 - Introduction and Basics course is part of the MOS exam 77-420 range. You will learn how to open workbooks as well as navigate directly to cells and between worksheets. You will also use the viewing tools for worksheets.

The estimated time to complete this course is 2 hours and 20 minutes.

### Introducing Excel 2013

#### Starting Excel and Help

- Excel 2013 Introduction
- Starting Excel
- Online Help
- Help Tools
- Searching Online Help
- Closing Excel
- Excel 2013 Introduction
- Starting Excel

#### Screen Components

- Excel Screen
- Backstage View
- Ribbons
- Ribbon Display Options
- Dialog Box Launchers
- Quick Access Toolbar
- Context Sensitive Tools
- Worksheets
- Formula Bar
- Sheet Tabs
- Status Bar
- View Buttons
- Taskbar
- Mouse Cursor Shapes

#### Navigating Workbooks

- Using Scroll Bars
- Keyboard Shortcuts
- Go To Command
- Name Box
- Sheet Tabs
- Tab Scrolling Buttons

#### Viewing Tools and Excel Options


- Using Zoom
- Splitting Windows
- Freezing Panes
- Unfreezing Panes
- Excel Options
- General Options
- Formula Options
- Proofing Options
- Save Options
- Advanced Options

If you require any further information please contact NYES:

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## Opening, Saving and Closing

### Creating Workbooks

- Creating New Workbooks
- Slide Title
- Entering Data
- Entering Labels
- Entering Large Labels
- Entering Dates
- Entering Values
- Entering Group Data
- Replacing Cell Content
- Adding Cell Content
- Removing Cell Content

## Opening, Saving and Closing


- Opening Workbooks
- Opening Recent Workbooks
- Opening Workbooks with Search
- Moving Between Workbooks
- Saving New Workbooks
- Using the Save As
- Conversion Tips
- Saving Existing Workbooks
- Closing Workbooks
- Quitting Excel

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