

Excel 2013 – Level 2 – Cells and Worksheets

The Excel 2013 - Cells and Worksheets course is part of the MOS exam 77-420 range. You will learn cell selection techniques, how to move and copy data, add and remove cells. You will also search and sort data, format cells and work with multiple worksheets

Cell Selection Techniques

Cell Selection Techniques

- Selecting Cells and Ranges
- Selecting Columns
- Selecting Rows
- De-Selecting Cells
- Selecting Data Ranges
- Selecting the Entire Worksheet

Moving and Copying Data

- Moving Data in Worksheets
- Moving Data Between Worksheets
- Moving Data Between Workbooks
- Copying Data in Worksheets
- Paste Options Smart Tag
- Copying Between Worksheets
- Copying Between Workbooks
- Clipboard Task Pane

Adding and Removing Cells

- Inserting Columns
- Inserting Rows
- Deleting Rows
- Deleting Columns
- Inserting Cells
- Deleting Cells
- Adjusting Column Widths
- Changing Row Heights
- Automatic Width for Numbers
- Using Undo
- Using Redo
- Deleting Cell Content

Searching and Sorting


- Searching for Data in Worksheets
- Search Options
- Replacing Data in Worksheets
- Sorting Data In Worksheets

If you require any further information please contact NYES:

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Formatting and Multiple Worksheets

Cell Formatting

- Formatting Cells
- Formatting Numeric Data
- Changing Fonts
- Changing Font Size
- Applying Font Colours
- Aligning Data in Cells
- Adding Text Colour
- Border Options
- Applying Text Attributes
- Adding Background Colour
- Format Painter
- Changing Date Formatting
- Clearing Data and Formatting

Using Multiple Worksheets


- Multiple Worksheets
- Deleting Worksheets
- Inserting Worksheets
- Moving and Copying Worksheets
- Renaming Worksheet Tabs
- Applying Colours to Tabs

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