

Excel 2013 – Level 3 – Views and Layout

The Excel 2013 - Views and Layout course is part of the MOS exam 77-420 range. You will use Excel views, and import and export files. You will also insert hyperlinks, add workbook properties, add headers, use Page Setup and the Print Place.

The estimated time to complete this course is 3 hours and 14 minutes.

Working With Views

Excel Views

- Normal View
- Hiding the Ribbon
- Full Screen View
- Page Layout View
- Rulers
- Setting Margins
- Resizing Rows and Columns
- Adding Headers and Footers
- Hiding White Space
- Scaling Options
- Print Preview
- Page Break Preview
- Changing Orientation
- Moving Page Breaks
- Inserting Page Breaks
- Removing Page Breaks

Custom Views and Power View

- Defining Custom Views
- Adding Custom Views
- Hiding Rows for Custom View
- Setting Print Areas
- Adding More Custom Views
- Applying Custom Views
- Power View

Forms, Import and Export Files

Importing and Exporting


- Importing Text Files
- Text Import Wizard
- Importing using Drag and Drop
- Databases
- Fields and Records
- Using Forms
- Form Navigation
- Deleting Form Records
- Adding New Records
- Searching Form Records
- Using Multiple Criteria
- Exporting Files

If you require any further information please contact NYES:

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Hyperlinks and Workbook Properties

Working with Hyperlinks

- Using Hyperlinks
- Creating Hyperlinks
- Activating Hyperlinks
- Editing Hyperlinks
- Creating Web Hyperlinks
- Selecting Hyperlinked Cells
- Modifying Text Hyperlinks
- Applying New Styles
- Removing Hyperlinks

Workbook Properties

- Viewing Workbook Properties
- Editing Workbook Properties
- Advanced Properties
- Custom Properties
- Searching using File Properties

Headers, Page Setup and Print Place

Headers, Previewing and Page Setup

- Using Page Setup
- Headers and Footers
- Custom Headers and Footers
- Sheet Options
- Print Options
- Previewing Worksheets
- Previewing Multiple Worksheets
- Page Options in Page Setup
- Changing Page Margins
- Centring Worksheets on the Page

Print Place


- Printing Worksheets
- Print Settings
- Printing Charts
- Selecting Printers
- Printer Properties
- Printing Worksheets

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