



BREWSTER TECHNOLOGY

COMPUTER TRAINING & SERVICE

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16 MOUNT EBO ROAD SOUTH, SUITE 18 • BREWSTER • NEW YORK • 10509
Phone - (845) 279-9400 • Fax - (845) 279-9413

What's in Excel Essential Skills 2013:

In this course students will learn how to get started with Microsoft Office Excel Essential Skills 2013, and move on to learning how to use Excel 2013 at an intermediate and advanced levels to successfully implement Excel 2013 in a working environment.

Target Audience:

Individuals looking to gain knowledge if Microsoft Excel 2013.

Prerequisites:

Basic computer skills.

Duration:

16 hours



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Topics Covered in Excel Essential Skills 2013:

Introducing Excel

- What is Excel?
- Starting the Microsoft Excel Program
- Looking at the Screen
- Understanding Basic Terminology
- Mouse Symbols
- Using the Quick Access Toolbar
- Using the Ribbon
- Identifying Screen Symbols
- Entering Data in a Worksheet
- Types of Data
- Entering Text
- Entering Numbers
- Entering Dates and Times
- Moving Around the Worksheet
- Working with Workbooks
- Saving Workbooks
- Creating a New Workbook
- Switching Between Workbooks
- Opening a Workbook
- Closing a Workbook
- Working with the Compatibility Mode
- Selecting Cells
- Lesson Summary
- Review Questions

Constructing Cell Data

- Editing Cells and Undoing Changes
- Copying and Moving Data
- Cutting, Copying and Pasting Data
- Append Data to Worksheets
- Using Paste Special
- Copying and Moving Cells Using the Mouse
- Inserting and Deleting Rows and Columns
- Inserting Rows and Columns
- Deleting Rows and Columns
- Inserting and Deleting Cells

- Adjusting the Columns and Rows
- Changing the Column Widths
- Adjusting the Row Height
- Using AutoFit
- Hiding/Unhiding Rows & Columns
- Using AutoFill
- Managing Worksheets
- Renaming Worksheets
- Inserting or Deleting Worksheets
- Moving or Copying Worksheets
- Hiding/Unhiding Worksheets
- Adding Color to the Worksheet
- Tabs
- Lesson Summary
- Review Questions

Using Formulas

- Using Formulas
- Creating and Editing Formulas
- Cell References
- Mathematical Operators
- What If Analysis
- Referencing Other Worksheets
- Using Functions
- Common Excel Functions
- Using the Subtotal Function
- Conditional Functions
- Using Conditional Summary Functions
- Using Text Functions
- Using Absolute and Relative Cell References
- Using Absolute Cell References
- Using Mixed Absolute and Relative Cell References
- Displaying and Printing Formulas
- Data Validation
- Lesson Summary
- Review Questions

Formatting the Worksheet

- Formatting a Cell
- Formatting Numbers and Decimal
- Digits
- Changing Cell Alignment
- Changing Fonts and Sizes
- Applying Cell Borders
- Using Colors and Patterns
- Using the Format Painter
- Clearing Cell Contents and Formatting
- Themes
- Using Themes
- Modifying Themes
- Using Cell Styles
- Conditional Formatting
- Using the Ribbon
- Using the Rules Manager
- Lesson Summary
- Review Questions

Viewing and Printing Workbooks

- Changing Worksheet Views
- Creating and Arranging Worksheet
- Windows
- Splitting Panes
- Freezing Panes
- Changing the Zoom
- Printing and Previewing the Workbook
- Changing the Workbook Views
- Customizing the Page Layout
- Setting Page Breaks
- Page Formatting
- Adding a Header or Footer
- Printing Titles or Range of Cells
- Printing Selected Worksheets
- Lesson Summary
- Review Questions



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Topics Covered in Excel Essential Skills 2013 (Continued):

Working with Charts and Graphics

- Creating a Basic Chart
- Moving and Resizing Charts
- Changing Chart Types
- Working with Pie Charts
- Modifying the Chart Design and Location
- Adding New Data
- Using Sparklines
- Printing Charts
- Using Quick Analysis Tool
- Drawing Shapes
- Moving and Resizing Shapes
- Formatting Shapes
- Using WordArt
- Inserting Pictures and Clip Art
- Using the Image Editor
- Modifying Graphics Objects
- Using the Format Shape Pane
- Resizing, Reshaping, and Scaling Objects
- Rotating Objects
- Inserting a Watermark in the Background
- Using SmartArt Graphics
- Lesson Summary
- Review Questions

Organizing Data

- Working with Named Ranges
- Creating Named Ranges
- Modifying and Deleting Named Ranges
- Go To a Cell or Named Range
- Using Tables
- Creating a Table
- Modifying Table Data
- Formatting Table Data

- Sorting Data
- Sorting by Single-Level Data
- Sorting by Multi-Level Data
- Filtering Information
- Removing Duplicate Rows
- Outlining
- Using Automatic Subtotals
- Manually Grouping and Ungrouping Data
- Lesson Summary
- Review Questions

Macros, Importing and Exporting Data

- Customizing Excel
- Customizing the Quick Access Toolbar
- Customize the Ribbon
- Finding and Replacing Data
- Finding Data
- Replacing Data
- Using Hyperlinks
- Inserting Hyperlinks
- Modifying and Deleting Hyperlinks
- Using Comments
- Importing and Exporting Data
- Importing Data Files
- Open Non-Native Files Directly in Excel
- Exporting Data from Excel
- Changing Workbook Properties
- Save to Remote Locations
- SkyDrive
- Macros
- Creating a Macro
- Saving and Opening a Workbook
- Containing Macros
- Adding Macros to the Quick Access Toolbar
- Lesson Summary
- Review Question



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What's in Excel Essential Skills 2016:

In this course students will learn how to get started with Microsoft Office Excel 2016, and move on to learning how to use Excel 2016 at an intermediate level to successfully implement Excel 2016 in a working environment.

Target Audience:

Individuals looking to gain knowledge in Microsoft Excel 2016.

Prerequisites:

Basic computer skills.

What's in Excel Essential Skills 2016:

16 hours



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Topics Covered in Excel Essential Skills 2016:

Introducing Excel

- Lesson Objectives
- What is Excel?
- Starting Excel
- Looking at the Screen
- Understanding Basic Terminology
- Mouse Symbols
- Using the Quick Access Toolbar
- Using the Ribbon
- Identifying Screen Symbols
- Entering Data in a Worksheet
- Types of Data
- Entering Text
- Entering Numbers
- Entering Dates and Times
- Moving Around the Worksheet
- Working with Workbooks
- Saving Workbooks
- Creating a New Workbook
- Switching Between Workbooks
- Opening a Workbook
- Closing a Workbook
- Working with the Compatibility Mode
- Selecting Cells
- Lesson Summary
- Review Questions

Constructing Cell Data

- Lesson Objectives
- Editing Cells and Undoing Changes
- Copying and Moving Data
- Cutting, Copying and Pasting Data
- Using Paste Special
- Copying and Moving Cells Using the Mouse
- Inserting and Deleting Rows and Columns
- Inserting Rows and Columns
- Deleting Rows and Columns
- Inserting and Deleting Cells
- Adjusting the Columns and Rows
- Changing the Column Widths
- Adjusting the Row Height
- Using AutoFit
- Hiding/Unhiding Rows & Columns
- Using AutoFill and Flash Fill
- Managing Worksheets
- Renaming Worksheets
- Inserting or Deleting Worksheets
- Moving or Copying Worksheets
- Hiding/Unhiding Worksheets

- Adding Color to the Worksheet Tabs
- Lesson Summary
- Review Questions

Using Formulas

- Lesson Objectives
- Using Formulas
- Creating and Editing Formulas
- Cell References
- Mathematical Operators
- What If Analysis
- Referencing Other Worksheets
- Using Math and Statistical Functions
- Using the SUM Function
- Using Statistical Functions
- Using the Subtotal Function
- Using the IF Function
- Using Conditional Summary Functions
- Using Text Functions
- Using Absolute and Relative Cell References
- Using Absolute Cell References
- Using Mixed Absolute and Relative Cell References
- Displaying Formulas
- Lesson Summary
- Review Questions

Formatting the Worksheet

- Lesson Objectives
- Formatting a Cell
- Formatting Numbers and Decimal Digits
- Changing Cell Alignment
- Cell Alignment and Indenting
- Wrapping Text
- Merging Cells
- Changing Fonts and Sizes
- Applying Cell Borders
- Using Colors and Patterns
- Using the Format Painter
- Clearing Cell Contents and Formatting
- Themes
- Using Themes
- Modifying Themes
- Using Cell Styles
- Conditional Formatting
- Using the Ribbon
- Using the Rules Manager
- Lesson Summary
- Review Questions



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Viewing and Printing Workbooks

- Lesson Objectives
- Changing Worksheet Views
- Creating and Arranging Worksheet Windows
- Splitting Panes
- Freezing Panes
- Changing the Zoom
- Printing and Previewing the Workbook
- Changing the Workbook Views
- Customizing the Page Layout
- Setting Page Breaks
- Page Formatting
- Adding a Header or Footer
- Printing Titles or Range of Cells
- Printing Selected Worksheets
- Lesson Summary
- Review Questions

Working with Charts and Graphics

- Lesson Objectives
- Creating a Basic Chart
- Moving and Resizing Charts
- Changing Chart Types
- Working with Pie Charts

- Modifying the Chart Design and Location
- Adding New Data
- Using Sparklines
- Printing Charts
- Using Quick Analysis Tool
- Drawing Shapes
- Moving and Resizing Shapes
- Formatting Shapes
- Inserting Pictures
- Using the Image Editor
- Modifying Graphics Objects
- Using the Format Shape Pane
- Resizing, Reshaping, and Scaling Objects
- Rotating Objects
- Lesson Summary
- Review Questions

Organizing Data

- Lesson Objectives
- Working with Named Ranges
- Creating Named Ranges
- Modifying and Deleting Named Ranges
- Go To a Cell or Named Range