

MS Excel 2013 Level 1

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Media, Information and Communication Technologies
Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

A. Course Outlines



1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level they need to book for.

Pre Training Assessment

MS Excel 2013 Level 1

Pre Training Assessment

MS Excel 2013 Level 2

Pre Training Assessment

MS Excel 2013 Level 3

2. MS Excel 2013 Level 1

Course description

You possess some basic computer skills and are comfortable with using a computer to perform basic tasks. You may have used a calculator and paper to record data and perform calculations, and now want to migrate to using a computer application to store and process data in an electronic format. In this course, you will use MS Office Excel 2013 to create spreadsheets that you can use to perform these tasks.

When manually calculating and recording data on paper, you need to recalculate every time you add new data. When working with large volumes of data, by the time the new set of data is recalculated manually, the paper-based sheets are a complete mess. Updating spreadsheets in Excel is easy and time saving. You can simply insert the new data and set the sheet to be



updated whenever the data changes. Storing data electronically is more efficient because it allows you to quickly update existing data, run reports on the data, and perform calculations and much more.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of our introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1
- Windows XP: Introduction

Documentation

The following documentation is included with the course

- Microsoft Excel 2013 Level 1 user guide
- Certificate of attendance

Who should attend?

This course is designed for students who desire to gain the necessary skills to create, edit, format and print basic Microsoft Office Excel 2013 worksheets.

Topics covered

Spreadsheet Principles

- What is a Spreadsheet?
- What documents would you produce using a spreadsheet?
- Why use a spreadsheet application?
- What are the names of some spreadsheet programmes?

Starting with Spreadsheets

- Starting the programme
- Understanding the Screen
- The Mouse Pointer
- Using the keyboard to move around the screen
- Entering data on a spreadsheet
- Regional Settings
- Editing data on a spreadsheet
- Entering data using the automatic fill

Working with File commands

- Saving a workbook
- Closing a workbook
- Opening an existing workbook



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- Starting a new blank workbook
- Saving changes to a workbook
- Saving a workbook with a Different Name
- Saving an Excel file in a different file format
- Deleting an Excel workbook file
- Exit the spreadsheet programme

Formatting Spreadsheets

- Selecting cells for changes
- Formatting Columns
- Formatting Rows
- Aligning data
- Changing Number Formats
- Changing Fonts, Sizes, Styles and Colours
- Setting Borders

Producing Spreadsheets with formulas

- Entering Formulas
- Filling Formulas
- Using Functions
- Checking your work

Editing Spreadsheets

- Inserting or Deleting Rows or Columns
- Cutting and Copying
- Using the Clipboard

More features

- Check your spelling
- Auto Correct
- Finding and replacing text
- Getting Help

Printing a Spreadsheet

- Previewing the spreadsheet
- Page settings
- Margin settings
- Header and Footer settings
- Sheet settings
- Printing a worksheet

Create and edit a graph/chart.

- Why do we use charts/graphs?
- Chart Terminology
- Creating a Chart
- Setting the Chart type
- Chart Titles
- Chart Location
- Moving, Resizing and Deleting charts as Objects
- Formatting a Chart



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- Printing charts



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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