



Office Productivity Training

Helping your employees work smarter, not harder

Excel 2013 Level 1

Fundamentals

Module 1

- Spreadsheet Basics
- Excel Basics (Screen, Menu)
- Navigating Within a Worksheet
- Changing the View
- Using Help

Module 2

- Entering, Editing, Deleting Data
- Working with Blocks
- Adjusting Column Widths & Row Height
- Creating Formulas
- Auto Fill
- Using the Spell Checker
- Saving Workbooks
- Closing a Document
- Creating a New Workbook

Module 3

- Opening Workbooks
- Copying & Moving (Drag & Drop)
- Formatting Numbers
- Aligning Cell Data
- Inserting & Deleting Rows/Columns

Module 4

- Using Built-In Functions

Module 5

- Customizing Cell Formats
- Changing Fonts and Point Size
- Cell Borders and Colors
- Cell Styles

Module 6

- Printing
- Changing Page Setup
- Customizing Headers and Footers
- Scaling the Document
- Changing the Print Area

