



## Excel 2013 Essentials Syllabus

### Lesson 1 – Managing Workbooks & Worksheets

#### 1.1 Introduction

- Lesson content;
- What is a spreadsheet?
- The course folders;
- The course player;
- Before you start.

#### 1.2 The Excel 2013 Application

- Launching Excel;
- The Excel GUI;
- GUI components;
- Excel file types;
- Excel options;
- Excel help;
- The zoom tool;
- The Excel ribbon.

#### 1.3 Managing Worksheets & Workbooks

- Introduction;
- Creating a new blank workbook;
- Saving & closing a workbook;
- Creating new workbooks using templates;
- Importing files;
- Opening non-native files directly in Excel;
- Adding worksheets to existing workbooks;
- Deleting a worksheet;
- Copying a worksheet;
- Moving a worksheet;
- Practice exercises.

#### 1.4 Navigate Worksheets & Workbooks

- Introduction
- Searching for data within a workbook;
- Inserting hyperlinks;
- Changing worksheet order;
- Using Go To;
- Using The Name Box;
- Practice exercises.

#### 1.5 Format Worksheets & Workbooks

- Introduction;
- Changing the worksheet tab colour;
- Modifying the page setup;
- Selecting columns and rows;
- Inserting columns and rows;



- Deleting columns and rows;
- Changing workbook themes;
- Adjusting row height and column width;
- Inserting headers and footers;
- Data validation rules;
- Practice exercises.

## 1.6 Customisation Options

- Introduction;
- Hiding worksheets;
- Hiding columns and rows;
- Customising the Quick Access toolbar;
- Customising the Ribbon;
- Managing macro security;
- Recording a simple macro;
- Changing workbook views;
- Adding values to workbook properties;
- Displaying formulas
- Freezing panes;
- Using shortcut keys;
- Assigning shortcut keys;
- Splitting the window;
- Practice exercises.

## 1.7 Configuration Options

- Introduction;
- Saving workbooks in alternate file formats;
- Setting a print area;
- Printing individual worksheets;
- Setting print scaling;
- Repeating headers and footers;
- Maintaining backward compatibility;
- Saving files to remote locations;
- Practice exercises.

## 1.8 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 1.9 Assignment 1 – Workbook & Worksheet Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3;
- Exercise 4.



## Lesson 2 – Managing Cells & Ranges

### 2.1 Introduction

- Lesson content;
- Cell basics;
- Selecting cells.

### 2.2 Inserting Data

- Introduction;
- Inserting data;
- Deleting data;
- The fill facility;
- Creating a petty cash worksheet;
- Finding and replacing data;
- Copying and pasting data;
- Paste special;
- Drag & drop cells;
- Using the fill handle;
- Inserting cells;
- Deleting cells;
- Practice exercises.

### 2.3 Formatting Data

- Introduction;
- Merging cells;
- Cell alignment;
- Cell indentation;
- Changing font and font size;
- Applying cell styles;
- Using the Format Painter;
- Wrapping text within cells;
- Apply number formatting;
- Adding borders;
- Inserting WordArt;
- Practice exercises.

### 2.4 Ordering & Grouping

- Introduction;
- Conditional formatting;
- Inserting Sparklines;
- Transposing columns and rows;
- Creating named ranges;
- Creating outlines;
- Outline data using Subtotal;
- Grouping data in outlines;
- Practice exercises.

### 2.5 Applying Formulas

- Introduction;
- Creating a formula;
- Formula examples;



- Update the Sales Book;
- Using cell references in a formula;
- Absolute referencing example;
- Order of operations;
- Use “point and click” to enter a formula;
- Formula error types;
- Formula error examples;
- Formula tips;
- Practice exercises.

## 2.6 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 2.7 Assignment 2 – Cell & Range Exercises

- Exercise 1;
- Exercise 2;
- Exercise 3;
- Exercise 4.



## Lesson 3 – Managing Tables

### 3.1 Introduction

- Lesson content;
- What is a table?

### 3.2 Creating A Table

- Introduction;
- Create a table;
- Change the table name;
- Inserting rows & columns;
- Moving rows & columns;
- Deleting rows & columns;
- Resizing a table;
- Convert a table to a data range;
- Practice exercises.

### 3.3 Modifying A Table

- Introduction;
- Applying styles to tables;
- Table style options;
- Table elements;
- Using table elements;
- Banding columns;
- Removing styles from tables;
- Practice exercises.

### 3.4 Filter & Sort A Table

- Introduction;
- Filtering and sorting options;
- Filtering records;
- Removing a filter;
- Sorting data on multiple columns;
- Sort data range by rows;
- Removing duplicates;
- Practice exercises.

### 3.5 Pivot Tables & Charts

- Introduction;
- Inserting a pivot table;
- Inserting a pivot chart;
- Filtering a pivot table;
- Sorting a pivot table;
- Changing the summary calculation;
- Practice exercises.

### 3.6 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;



- Quiz Question 5;
- Quiz Results.

## 3.7 Assignment 3 – Table Exercises

- Table Exercise 1;
- Table Exercise 2;
- Table Exercise 3.



## Lesson 4 – Excel Functions

### 4.1 Introduction

- Lesson content;
- What is a function?
- Function arguments;
- Inserting a function.

### 4.2 Summarise Data With Functions

- Introduction;
- Utilising the SUM function;
- The AutoSum facility;
- Utilising the MIN and MAX functions;
- Utilising the COUNT and COUNTA functions;
- Utilising the AVERAGE function;
- Functions example;
- Practice exercises.

### 4.3 Utilise Conditional Logic In Functions

- Introduction;
- Utilising the SUMIF function;
- Utilising the AVERAGEIF function;
- Utilising the COUNTIF function;
- The AND and OR functions;
- The IF function;
- Conditional functions example;
- Practice exercises.

### 4.4 Format & Modify Text With Functions

- Introduction;
- The LEFT and RIGHT functions;
- The MID function;
- The TRIM function;
- The UPPER and LOWER functions;
- The CONCATENATE function;
- The TEXT function;
- Text functions example;
- Practice exercises.

### 4.5 Useful Maths Functions

- Introduction;
- The FLOOR and CEILING functions;
- The EVEN and ODD functions;
- The ROUND function;
- The ABS and INT functions;
- The MOD function;
- The POWER function;
- The RAND and RANDBETWEEN functions;
- The SQRT function;
- The SUBTOTAL function;
- Math functions examples;
- Practice exercises.



## 4.6 Date & Time Functions

- Introduction;
- The DATE function;
- The DATEDIF function;
- The DAYS function;
- The NOW & TODAY functions;
- The WEEKDAY function;
- The WEEKNUM function;
- Date & time function examples;
- Practice exercises.

## 4.7 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 4.8 Assignment 4 – Function Exercises

- Function Exercise 1;
- Function Exercise 2.





## Lesson 5 – Create Charts & Objects

### 5.1 Introduction

- Lesson content;
- Introducing charts & objects;
- Types of chart.

### 5.2 Creating Charts

- Introduction;
- Creating charts and graphs;
- Chart elements;
- Adding data to a chart;
- Switching between rows and columns;
- Using the Quick Analysis tool;
- Practice exercises.

### 5.3 Formatting A Chart

- Introduction;
- Adding legends;
- Resizing charts and graphs;
- Changing chart parameters;
- Chart layouts and styles;
- Positioning charts and graphs;
- Practice exercises.

### 5.4 Working With Objects

- Introduction;
- Inserting & formatting text boxes;
- Inserting & formatting SmartArt;
- Inserting & formatting an image;
- Inserting a Word document;
- Inserting a PowerPoint presentation;
- Practice exercises.

### 5.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

### 5.6 Assignment 5 – Charts & Objects

- Charts & Objects 1;
- Charts & Objects 2;
- Submitting your coursework.

### 5.7 The MOS Examination

- Introduction;
- MOS certification explained;



- Certification pathways;
- Certification benefits.
- Exam preparation tips;
- Introducing Gmetrix;
- Accessing Gmetrix practice tests;
- Examination tips;
- Approved MOS Examination Centres.