



Index Computers
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Excel 2013

Level 1

Getting Started

Spreadsheet terminology
The Excel environment
Navigating a worksheet
Using a template

Entering and Editing Data

Entering and editing text and values
Entering and editing formulas
Saving and updating workbooks

Modifying a Worksheet

Moving and copying data
Moving, copying, and viewing formulas
Absolute and relative references
Inserting and deleting ranges, rows, and columns

Functions

Entering functions
AutoSum
Other common functions

Formatting

Text formatting
Row and column formatting
Number formatting
Conditional formatting
Additional formatting options

Charts

Chart basics
Formatting charts

Graphics

Working with pictures
Conditional formatting with graphics
SmartArt graphics

Printing

Preparing to print
Page Setup options
Printing worksheets

PRICE: \$229, including manual