

[AVWSQ-EXC13Basic]: WSQ ICDL® Microsoft Excel 2013 Basic

Length	: 2 Days
Audience(s)	: Mix from various companies, industries, and departments
Level	: Operations
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

Course Overview

An introductory course preparing participants for basic spreadsheet features and functionality.

Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

At Course Completion

Participants will have the knowledge and application skills in using a spreadsheet application at basic level. The skills include understanding fundamental spreadsheet concepts, designing a spreadsheet and using basic functions within a spreadsheet.

Pre-Requisites

No pre-requisites is needed in this course.

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Course Outline

Section 1: Getting Started

Lessons

- Exploring features of a spreadsheet application
- Exploring excel 2013 interface
 - Using zoom tool
 - Using the ribbon
 - Customizing excel options
- Working with workbooks

Exercise 1

Section 2: Constructing Cell Data

Lessons

- Recognizing good practices in creating lists
- Selecting data in a worksheet
- Editing cells and undoing changes
- Copying and moving data
 - Pasting special
 - Using clipboard
 - Using auto fill
 - Using flash fill

Exercise 2

Section 3: Managing Worksheets

Lessons

- Working with rows and columns
 - Selecting rows and columns
 - Inserting and deleting rows and columns
 - Changing change column width and row height
 - Freezing panes
- Working with worksheets
 - Inserting and deleting sheets
 - Copying and moving sheets
 - Switching between opened workbooks and different worksheets
 - Renaming sheets

Exercise 3

Section 4: Using Formulas

Lessons

- Understanding relative and absolute cell references
- Using arithmetic formulas
 - Recognizing good practices in formulas
 - Writing a formula

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- Using mathematical operators
 - Working with formula errors
 - Solving circular references
- Using functions
 - Using autosum
 - Using common functions
 - Displaying and printing formulas

Exercise 4

Section 5: Formatting Cells

Lessons

- Formatting number and date
- Formatting text
 - Using format painter
- Formatting cells
 - Wrapping text
 - Adjusting cell alignment
 - Changing text direction
 - Merging and splitting cells

Exercise 5

Section 6: Working with charts

Lessons

- Creating a chart
 - Selecting chart types
 - Editing a chart
 - Formatting chart elements
 - Adding and editing a chart title
 - Removing a chart Title

Exercise 6

Section 7: Viewing and printing workbooks

Lessons

- Customizing the page layout
 - Managing headers and footers
- Checking and amending spelling in a sheet
- Printing and previewing
 - Printing your worksheet
 - Previewing your worksheet
 - Using basic print options
 - Using print titles
 - Displaying and printing formulas

Exercise 7

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