

Microsoft® Office Excel 2013: Level 1

Tuesday, August 28, 2018

11:00am CST
Online Webinar

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Microsoft® Office Excel 2013: Level 1

Training Course Content

Course Objective: Students will create and edit Excel worksheets and workbooks, use formulas and functions, and apply formatting and printing techniques.

Prerequisites: To ensure your success, each student should have a general knowledge of Microsoft Windows and Microsoft Office concepts.

Contact us to discuss if this level is right for you.

What's New in 2013: Did you know that Excel will automatically complete cell entry for you when it detects a pattern? Learn more about flash fill and other new features. Excel is packed with exciting new templates and features to make your workload easier.

Lesson 1: Creating a Basic Worksheet

- Topic 1A: Explore the User Interface
- Topic 1B: Update a Workbook's Properties
- Topic 1C: Navigate and Select Data in Excel
- Topic 1D: Enter Data and Save a Workbook
- Topic 1E: Customize the Quick Access Toolbar
- Topic 1F: Obtain Help
- Topic 1G: Use Microsoft Office Templates

Lesson 2: Performing Calculations

- Topic 2A: Calculate with Formulas
- Topic 2B: Calculate with Functions
- Topic 2C: Copy Formulas and Functions
- Topic 2D: AutoFill Options and Series List

Lesson 3: Modifying a Worksheet

- Topic 3A: Manipulate Data
- Topic 3B: Insert Cells, Columns, and Rows
- Topic 3C: Delete Cells, Columns, and Rows
- Topic 3D: Find and Replace Data
- Topic 3E: Manipulate Worksheet Elements

Lesson 4: Formatting a Worksheet

- Topic 4A: Modify Fonts
- Topic 4B: Add Borders, Color, and Cell Styles
- Topic 4C: Change Column Width and Height
- Topic 4D: Apply Number Formats
- Topic 4E: Position Cell Contents

Lesson 5: Printing Workbook Contents

- Topic 5A: Print Workbook Contents
- Topic 5B: Set Page Layout and Print Options
- Topic 5C: Set Page Breaks

Lesson 6: Managing Large Workbooks

- Topic 6A: Format Worksheet Tabs
- Topic 6B: Manage Worksheets in a Workbook
- Topic 6C: Manage the View of Worksheets

Lesson 7: Inserting Graphic Objects

- Topic 7A: Insert and Modify Graphics
- Topic 7B: Draw and Modify Shapes
- Topic 7C: Illustrate Workflow Using SmartArt
- Topic 7D: Layer and Group Graphic Objects

Presenter:



Eric Sham

Eric Sham has been a trainer his entire career. Beginning in Hospitality, he was highly recognized for creating unique guest experiences and spent many years travelling and opening new restaurants.

He held positions with Operations, Food & Beverage, and Training & Development.

His next opportunity was entrepreneurial and adjusted his focus on Sales & Marketing. This led to Employee Development roles where he worked closely with customer service, client relations, and both inbound/outbound sales organizations. He developed scripting and marketing materials for both internal and external customers.

In the early 2000's, Sham entered the Technical world, quickly transitioning from sales to Corporate Sales Trainer. This took him into a more traditional classroom setting, where he became an internationally recognized software and soft skills trainer,

He currently enjoys the widespread opportunity of sharing his talents and expertise as a Trainer, Facilitator and Corporate Speaker. His hands-on, highly participative and entertaining style makes him a favorite of both corporate and individual clients.

Sham's original short-subject soft skills series includes the program titles "**Semantics & Political Correctness**", "**At Your Service**", "**Email Etiquette 101**", "**Harassment Blues**", and his Train-the-Trainer "**Imagination Presentations – Connecting with Your Students**".

Questions? Contact:

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