

Ref : EB31-320

Excel 2013


Migration and new features

Aim Discover the new interface and make the most of Excel 2013's new features.		
Target audience Every person needing to use Excel 2013 who has already worked with a previous version.	Level required Regular use of a previous version of Excel.	Estimated time to complete the essential modules 06h 15min


Course content

► The essential modules

Migration towards Office 2013 – Discover the new interface and the main new features

 Video	This module includes a video made up of 11 sequences.
	<ul style="list-style-type: none"> • Introducing the interface • The FILE tab • The Quick Access toolbar, mini toolbar and keyboard shortcuts • Documents, workbooks and presentations • Microsoft user accounts and the SkyDrive or OneDrive storage area • Printing, preview, built-in headers, footers and margins, themes • Table styles, picture styles, shape styles • New features in Word • New features in Excel • New features in PowerPoint • New features in Outlook

Excel 2013 – Changing versions whilst keeping your previous habits

 MEDIAPLUS eLearning	This module offers interactive training consisting of 53 training videos, 53 exercises and 10 additional resources.
	<p>New in 2013: 01 - Basic commands part 1</p> <ul style="list-style-type: none"> • You need to know: About your spreadsheet application • Opening a workbook • Overview of the environment • Calculating a sum and other basic functions • Applying a theme • Cell colour • Page layout

- Print preview and printing
- Creating a new workbook
- Using Microsoft Excel Help
- Zoom
- Inserting and deleting sheets, sheet background

New in 2013: 01 - Basic commands part 2

- Cell styles
- You need to know: Calculating with functions
- Control date, date formats
- Applying a conditional format
- Managing conditional formats
- Sorting data
- Splitting the window, freezing a column/row
- Page breaks
- Print areas
- You need to know: Headers and footers
- Headers and footers
- Diffusing Excel data: PDF, XPS, e-mail and Web page
- Converting Excel files

New in 2013: 03 - Charts, pictures and other graphics

- You need to know: Charts
- Creating and positioning a chart
- Managing a chart
- Adding and removing items
- Formatting chart items
- Modifying data labels
- Managing series
- Chart type options
- Managing chart templates
- Printing and page layout of a chart
- Creating a sparkline
- Managing sparklines
- Creating a drawing object
- Managing pictures

New in 2013: 04 - Databases and pivot tables

- Creating and managing a table
- Presenting and sorting data in a table
- Automatic calculations in a table
- Automatic filtering
- Custom filters
- Blank cells and duplicates
- You need to know: Pivot tables and pivot charts
- Creating a pivot table
- Modifying a pivot table
- Selecting, copying, moving or deleting in a pivot table
- Defining the layout and the presentation of a pivot table
- Filtering and searching for data in a pivot table
- Pivot charts
- You need to know: Flash Fill

New in 2013: 05 - Advanced commands

- You need to know: Customising the ribbon
- You need to know: Styles and templates
- Creating and customising a theme
- Creating and working with templates
- You need to know: Exporting data
- Importing data
- Finalising a workbook
- Macros
- Digital signatures
- You need to know: Sharing a document over the internet

► **Complementary material**

Excel 2013 – Reference book



Online book

This module includes digital course material.

