

# Microsoft Office Excel 2013

## Course Outline

### Fundamental Level

- Module 1: Creating a Microsoft Excel
- Module 2: The Ribbon
- Module 3: The Backstage View (The File Menu)
- Module 4: The Quick Access Toolbar
- Module 5: Entering Data in Microsoft Excel Worksheets
- Module 6: Formatting Microsoft Excel
- Module 7: Using Formulas in Microsoft Excel
- Module 8: Working with Rows and Columns
- Module 9: Editing Worksheets
- Module 10: Finalizing Microsoft Excel Worksheets
- Module 11: Microsoft Excel 2013 New

### Intermediate Level

- Module 1: Advanced Formulas
- Module 2: Working with Lists
- Module 3: Working with Illustrations
- Module 4: Visualizing Your Data
- Module 5: Working with Tables
- Module 6: Advanced Formatting
- Module 7: Microsoft Excel 2013 New Features

### Advanced Level

- Module 1: Using Pivot Tables
- Module 2: Auditing Worksheets
- Module 3: Data Tools
- Module 4: Working With Others
  - Protecting Worksheets and Workbooks
  - Tracking Changes
  - Marking a Workbook as Final
- Module 5: Recording and Using Macros
- Module 6: Random Useful Items
- Module 7: Microsoft Excel 2013 New Features