

# Excel 2013: Fundamentals

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**Meet the expert:** LeeAnne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, LeeAnne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

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**Course description:** Master course Excel 2013

## Course outline:

### Getting Started

- Introduction
- Description of Excel 2013
- Audience
- The Excel Interface
- Documents
- Navigating the Ribbon Tabs
- The Quick-Access Toolbar
- Contextual Ribbon Tabs
- Status Bar
- Changing Views
- Demo: Ribbon Tabs
- Demo: More Ribbon Tabs
- Demo: Quick Access Toolbar
- Demo: Status Bar
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### Sign in to Office 365

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- Sign in to Office 365
- Demo: Office 365
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### Drop Down, Dialog, & Gallery

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- Understanding Drop Downs
- Opening a Dialog Box
- Expanding Galleries
- Demo: Cell Formatting
- Demo: Other Drop Downs
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### Understanding the Backstage

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- Understanding the Backstage
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- Demo: More Backstage
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- Start New or with a Template
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- Demo: Finding Templates
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- Show or Hide the Ribbon
- Customize the Ribbon
- Customize the QAT
- Options Dialog Box
- Demo: Show/Hide Ribbon
- Demo: Quick Access Toolbar
- Demo: More Commands
- Demo: Customize the Ribbon
- Demo: Other Excel Options
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### Select, Edit, and Modify

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- Mini Toolbar Formatting
- Quick Clicks for Fast Modify
- Quick Preview
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- Demo: Quick Preview
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### Exploring the Workbook

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- Demo: Views
- Demo: Arrange All
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- Working with Excel

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- Demo: Selections
- Demo: Selection Cont.
- Demo: Modifying Content
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### Common Excel Features

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- Common Excel Features
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- Demo: Merge Cells Cont.
- Demo: Formatting Text
- Demo: Paste Special
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### Fill or Series

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- Demo: Fill Example
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- Demo: Sort Levels
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- Demo: Entering Calculations
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- Demo: AutoFill

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