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## Microsoft Excel 2013 Level Benchmark

**microsoft excel 2013 a beginners' guide** - microsoft excel 2013™ an essential guide (level 1) ... choose all programs then microsoft office 2013 followed by excel 2013 tip: to create a shortcut on the desktop, right click on excel 2013 then choose send to followed by desktop (create shortcut). you'll then be able to load excel using the icon on the desktop. 3. **microsoft excel 2013 - king county library system** - 7 | microsoft excel 2013 level 3 here's how to create an excel table: 1. click the excel table tab in the excel level 3 workbook (bottom tabs) 2. click into any cell in your list of data 3. click insert tab in the ribbon 4. click the table command 5. confirm cell range and "my table has headers" box is checked in create table **microsoft excel 2013 level 1 - polk state college** - microsoft excel 2013 - level 2 this course is designed to help students learn how to work with large worksheets, use 3-d formulas, apply special cell formatting, sort and filter lists, use excel's auditing features and work with templates. microsoft office 2013 will be used in this course. **fastcourse microsoft excel 2013: level 1** - excel 2013 lesson 1: exploring excel 2013 presenting excel 2013 2 starting excel 2 windows 7 2 windows 8 2 exploring the excel program window 3 using worksheets and workbooks 4 mousing around in excel 4 the active cell and the highlight 5 scrolling along in a worksheet 5 navigating in a worksheet 5 customizing the ribbon 6 entering data in excel 8 **microsoft excel 2013 hints & tips - university of reading** - microsoft excel 2013™ hints & tips (level 3) contents ... open the start menu, choose all programs then microsoft office 2013 and excel 2013 it training . 2 note: launching excel via the start menu isn't the most efficient way of doing things; it's much easier to do so **microsoft excel 2013 - king county library system** - 6 | microsoft excel 2013 - level 1 using tools in excel start learning about spreadsheets by working in a new workbook in microsoft excel 2013. save your work to make sure you don't lose your work on a document, you should "save early and save often." let's start by saving the document you have open in excel 2013: 1. **excel 2013 level 1 - university college cork** - excel 2013 - level 1 ucc computer training centre 1 introduction microsoft excel is a spread sheet application that lets you organise your data into lists. **introduction to excel 2013 level i** - introduction to excel 2013 level i excel is a spreadsheet program used to enter, manipulate, compute, graph, analyze, and store numeric data. its uses, include managing budgets, grade books, and maintain simple address lists. **handout objectives:** 1. open and save a workbook. 2. enter values. 3. enter and edit text in cells. 4. **ms excel 2013 level 1 - home - acctech systems** - ms excel 2013 level 1 training course outline microsoft excel 2013 level 1 . ms excel 2013 level 1 training course outline course outline in this course, students will use microsoft® office excel® 2013 to create spreadsheets and workbooks that they can use to store, manipulate, and share data. course duration: **ms excel 2013 level 2 - home - acctech systems** - ms excel 2013 level 2 training course outline course outline this course builds on the skills and concepts taught in excel 2013: basic. you will learn how to use multiple worksheets and workbooks efficiently, and you will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. **level 1 - mount allison university** - excel training - level 1 page | 5 1. opening excel using windows 7 1. click on the start button. 2. in the search program and files box type excel. 3. click on excel 2013 from the program results. 4. the microsoft excel 2013 program will open. using windows 8 1. press the windows key on the keyboard. 2. type excel. 3. **microsoft excel 2013 level ii - laguardia community college** - microsoft excel 2013 level ii handout objective loan payments calculations using the pmt function . 2 | page the pmt function returns the payment amount for a loan based on an interest rate and a constant payment schedule. the syntax for the pmt function is: pmt (interest\_rate, number\_payments, pv, fv, type) **microsoft word 2013 level 1 - polk state college** - microsoft word 2013 - level 1 this course is designed to help students learn about the basic features of word 2013 and use them to enter and edit text, browse documents, format text, use tables, adjust page layout, work with graphics, and proof and print documents. microsoft office 2013 will be used in this course. **excel 2013: level 5 - business intelligence and dashboards** - excel 2013: level 5 - business intelligence and dashboards installed with excel 2013 is a powerful business analysis toolset called the power bi suite. these tools let you analyze data, discover insights, and build detailed dashboards. in this class you will learn **level 2 - mount allison university** - excel training - level 2 page | 5 1. worksheet organization the excel 2013 "big grid" increases the maximum number of rows per worksheet from 65,536 to over 1 million, and the number of columns from 256 to 16,384. when you open a new workbook there 1 worksheet by default. 1.1. using workbook templates

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