



Microsoft Office Training Available – Sign up Today!

Register for [Excel 2013 Core Essentials](#) class

(If you do not have OPUS access, please register through your training coordinator.)

Excel 2013 Core Essentials

3.5 hours

Attend a 3 ½ hour hands-on learning experience that covers all the core essentials of Microsoft Outlook 2013.

Topics covered include the new Flash Fill feature, using formulas and functions, inserting PivotTables and PivotCharts, and customizing the Excel 2013 interface.

** Basic proficiency with computer keyboarding and mouse skills is required. Need assistance with these skills prior to class? Visit [GCF LearnFree](#) for hands on tutorials. **

Presented by: Pinellas County Human Resources

Intended Audience: All Pinellas County employees.

A maximum enrollment of 14 students will be accommodated per class.

OPEN TO UPS Employees Only

Instructor(s):

Kat Black, Kevin Connelly

Learning Objectives:

- ❑ Define all parts of a workbook along with creating, opening, and saving workbooks
- ❑ Identify ways to enter, select and delete data, and use undo, redo, cut, copy and paste functions
- ❑ Discuss how to insert rows and columns, merge and split cells, use Paste Special, find and replace, and hide and unhide cells

- ❑ Establish ways to use Excel's Basic and Timesaving tools to create basic and advanced formulas and functions, sort and filter data, and use AutoFill, Flash Fill, AutoSum, AutoComplete and AutoCalculate
- ❑ Execute methods to format text, data, and workbooks including adding borders, fill and style, adjusting size, alignment and text direction of cells, and formatting data as a table
- ❑ Apply techniques to chart data including creating sparklines, inserting PivotTables or PivotCharts, and using Slicers
- ❑ Review methods to view, print and share workbooks
- ❑ Recognize how to customize the Excel Ribbon by discussing how to change ribbon display options, customize the Quick Access toolbar, and reset the Ribbon

January 2017:

TU	1/10/17	8:30-12:00	Annex 138
TH	1/26/17	8:30-12:00	Annex 138

February 2017:

TH	2/2/17	8:30-12:00	Annex 138
TU	2/14/17	8:30-12:00	Annex 138

March 2017:

W	3/8/17	8:30-12:00	Annex 138
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