

## *New Releases to Help You "Excel"*

Explore the great features of **Microsoft Excel 2013** with these newly released courses. Whether you are an expert or a novice, you can improve your expertise and "Excel" in the workplace!

### **Creating Workbooks, Worksheets, and Data in Excel 2013** (1 hr)

With Excel 2013, you can create worksheets and workbooks to easily manage and manipulate data. Cut, copy, and paste data and navigate within data cells and worksheets. You can even group, color-code, and organize the worksheets within the workbook. This course covers creating and opening workbooks, moving around in Excel 2013, moving data, and organizing worksheets.

Take this course to help you prepare for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

### **Saving and Printing Data in Excel 2013** (1 hr)

Excel 2013 makes it easy to save and print workbooks and worksheets. When you create an Excel workbook, you will most likely want to save it, and in many instances, print it or share it with someone else. You can save in various formats since Excel 2013 supports many file types. This course covers saving data and preparing for printing including setting print options, page set up, print titles, headers and footers, and row and column headings.

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### **Formatting Cells and Worksheets in Excel 2013** (1 hr)

Excel 2013 has tools and features that allow you to visually enhance the appearance of worksheets and workbooks. Data and cells can be manipulated and customized using various positioning and formatting features. This course explores formatting cells and text, using tools such as the Format Painter. It shows how to change the way text is presented to make it more visually appealing, including formatting fonts, and applying borders and fills. This course also covers aligning and orienting data, and merging and splitting cells.

This course will help you to prepare for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

### **Formatting Data in Excel 2013** (1 hr)

Excel 2013 has tools and features that allow you to visually enhance the appearance of data, automatically fill data, and create hyperlinks to various places. This course covers formatting numbers in currency, date, and percentage formats. It also covers ways to automatically fill data through Auto Fill and Flash Fill. Finally, this course covers creating hyperlinks to a website, another place in the workbook, a new document, and e-mail.

This course will help prepare learners for the Microsoft Certification Exam 77-420: Excel 2013 which certifies individuals as Microsoft Office Specialist (MOS): Excel 2013.

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