



# Excel 2013 Level 1 Agenda



## ***Using Excel 2013***

Ribbons  
Quick Access Toolbar  
Backstage View

## ***Creating a Spreadsheet***

Entering and Editing Data  
Formatting Cells  
Working with Columns and Rows  
Formatting Cell Content  
Using Cell Styles  
Sorting & Filtering Data  
AutoFill

## ***Working with Worksheets***

Moving and Copying Data  
Naming and Formatting Worksheet Tabs  
Moving/Copying/Deleting Worksheets in a Workbook

## ***Calculations***

Formulas and Functions  
Formatting Numbers  
Absolute Reference

## ***Printing & Saving Options***

Page Setup - Header/Footer  
Sharing & Exporting  
Print Title