

## **Microsoft Excel (Part 1)**

### **Microsoft Excel Introduction – 5 hrs. 25 min.**

This course is designed for the Excel 2013 user who is completely new to Excel. Therefore, this course will describe and explain the user interface first. Then you will learn how to enter, edit, delete and format data in cells. You will learn how to work with a group (range) of cells in Excel, first to add values, then to edit the values, and finally to create charts and tables from these values. In addition, you will learn to add images for background, for headings and more.