uCertify

Course Outline

Microsoft Excel 2013 Lab

Lab

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1. Course Objective

Microsoft Office Specialist Excel 2013 exam is perfect for the candidates who are looking to improve their job opportunities by adopting Microsoft Excel 2013 fundamental skills and knowledge.The exam helps the professionals to acquire expertise in handling fundamental excel formulas and tools and to improve their knowledge of the fundamental tools for calculating, organizing, visualizing and managing data in Microsoft Excel 2013.

2. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

3. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

4. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assignments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

5. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 3 years:

- **2014**

1. Best Postsecondary Learning Solution

- **2015**
    1. Best Education Solution
    2. Best Virtual Learning Solution
    3. Best Student Assessment Solution
    4. Best Postsecondary Learning Solution
    5. Best Career and Workforce Readiness Solution
    6. Best Instructional Solution in Other Curriculum Areas
    7. Best Corporate Learning/Workforce Development Solution

- **2016**
    1. Best Virtual Learning Solution
    2. Best Education Cloud-based Solution
    3. Best College and Career Readiness Solution
    4. Best Corporate / Workforce Learning Solution
    5. Best Postsecondary Learning Content Solution
    6. Best Postsecondary LMS or Learning Platform
    7. Best Learning Relationship Management Solution

6. Performance Based Labs

uCertify's performance-based labs are simulators that provides virtual environment. Labs deliver hands on experience with minimal risk and thus replace expensive physical labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available

- Videos on how to perform

Lab Tasks

- Creating a blank workbook
- Creating a workbook using a template
- Moving a worksheet
- Create a new sheet and color the sheet tab
- Insert, rename, and hide a worksheet
- Adding and hiding a column and a row
- Editing a comment
- Inserting a hyperlink
- Using the Go To feature
- Copy a sheet to another workbook
- Inserting a watermark
- Set column width and row height
- Copying format of one range to another
- Applying conditional formatting using multiple criteria
- Convert text to columns
- Split a worksheet horizontally
- Hide the formula bar
- Allowing editing on limited cells in a protected workbook
- Unhide the formula bar
- Change the movement behavior of a selection
- Password protecting a workbook
- Enabling Track Changes
- Hide sheet tabs and scroll bars
- Configuring default workbook settings
- Changing the gridline color
- Disabling AutoRecover
- Changing default error checking rules

- Changing default display options
- Maintaining backward workbook compatibility
- Printing an individual worksheet
- Saving a template file
- Open a template file as a copy
- Saving a file in PDF format
- Adding a header and footer
- Printing repeated header rows
- Specifying a print area and checking its layout
- Changing font size of a heading style
- Setting margins for printing
- Configuring Page Setup for printing
- Password protecting a workbook structure and worksheet
- Using the Cut and Paste functions
- Deleting data in a cell range
- Using the Goal Seek feature
- Showing cell dependency
- Adding a custom series for the Fill Series option
- Banding rows using an Excel table style
- Applying a cell style to a cell range
- Splitting range into columns
- Unmerging previously merged cells
- Merging and centering cell text
- Applying conditional formatting
- Applying a theme to a table
- Removing a background image
- Formatting a worksheet
- Applying color scales
- Banding rows by conditional formatting
- Editing a defined range
- Applying a Table Style
- Formatting a cell range as a table
- Banding columns by using conditional formatting
- Deleting duplicate rows and sorting the table

- Sorting a table
- Filtering data
- Using the REPT function
- Calculating the surface area of a sphere
- Changing a relative reference to an absolute reference
- Displaying and evaluating formulas
- Adding watch options for cell values
- Enforcing immediate calculation of formulas
- Applying conditional formatting on the cells
- Using the MIN and MAX functions
- Using the AVERAGE function
- Using the CONCATENATE function
- Using the RATE function
- Using the CONVERT function
- Using the ROUND function
- Using the MROUND function
- Displaying an average of selected values
- Using the VLOOKUP function
- Using the HLOOKUP function
- Using the COUNTIF function
- Concatenating text
- Using the RIGHT and UPPER functions
- Using the SUBSTITUTE function
- Implementing data validation
- Increasing chart length and breadth
- Applying conditional formatting
- Using Sparklines to illustrate data trends
- Changing the Sparkline type to Sparkline Style Colorful #6
- Configuring arrow width
- Inserting SmartArt

Here's what you get

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VIDEO TUTORIALS

45

MINUTES

Have Any Query? We Are Happy To Help!

GET IN TOUCH:

Call: +1-415-763-6300   Email: sales@ucertify.com   www.ucertify.com