

**Student Recommendations:**

"Thank you for a great course. It exceeded my expectations. I learned more about Excel than I thought I ever could. I am really pleased that I decided to take to this course. Thank you, again."

**Semester Start Dates:**

- Contact Corporate Training

**Online Course Format:**

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 6 weeks, 12 lessons

**For more Details:**

[http://www.ed2go.com/fsw/online\\_course/ix8/detail/Introduction\\_to\\_Microsoft\\_Excel\\_2013.html?Course=ix8&CourseTitle=Introduction\\_to\\_Microsoft\\_Excel\\_2013](http://www.ed2go.com/fsw/online_course/ix8/detail/Introduction_to_Microsoft_Excel_2013.html?Course=ix8&CourseTitle=Introduction_to_Microsoft_Excel_2013)

**To Register:**

<https://www.ed2go.com/fsw/Enrollment/Enroll.aspx?ProductId=7705>

**For More Class Offerings:**

<http://www.ed2go.com/fsw/>

**Requirements:**

- Internet access
- Email
- One of the following browsers:
  - o Mozilla Firefox
  - o Microsoft Internet Explorer (9.0 or above)
  - o Google Chrome
  - o Safari
- [Adobe PDF](#) plug-in (a free download obtained at [Adobe.com](#). Microsoft Windows 7 or Microsoft Windows 8; [Microsoft Excel 2013](#) or [Microsoft Office 2013](#) are acceptable. A free 30-day trial of Office 365 Home Premium may be available at (<http://office.microsoft.com/en-us/try/>). Then, a subscription can be purchased for as little as \$9.99 per month. Please be sure to install the software on your computer before the course begins. You will need Internet access, e-mail, and the Microsoft Internet Explorer, Google Chrome, Safari, or Mozilla Firefox Web browser, and the [Adobe Flash](#) and [PDF](#) plug-ins (two free and simple downloads you obtain at <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Note: This course is suitable for Macintosh users who are using the Office 365 Home Premium subscription service. This course is not suitable for Macintosh users who are using the Office Mac Home versions or for users of older versions of Microsoft Excel. "Starter Version" and "Web App" versions of Microsoft Excel 2013 will not work with the full version of Excel taught in this course.

**Microsoft Excel 2013 \$99**

Do you work with numbers? Then you need to master Microsoft Excel 2013—and this is the place to do it. Even "non-techie" beginners will find it easy to learn Excel in this fun, step-by-step online course. These lessons will teach you dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

In addition, you'll get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. This informative course covers the new Quick Analysis, Flash Fill, and charting capabilities available in Excel 2013.

This is not a tutorial, but an in-depth class where you'll get training, help, and personal support from an experienced instructor as you're learning Excel basics step-by-step. By the time you're done, you'll be using this vital Office 2013 application like a pro.

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