

Microsoft Excel 2013 Certificate Program

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented New York State employees. It was designed to improve job-related Microsoft Excel 2013 skills. Participants were required to successfully complete the following courses and achieve a passing grade of 70% or higher in each course.

Creating Workbooks, Worksheets, and Data in Excel 2013

1 Hour

This course will cover creating and opening workbooks, moving around in Excel 2013, moving data, and organizing worksheets.

Saving and Printing Data in Excel 2013

1 Hour

This course covers saving data, and preparing for printing including setting print options, page setup, print titles, headers and footers, and row and column headings.

Formatting Cells and Worksheets in Excel 2013

1 Hour

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.

Formatting Data in Excel 2013

1 Hour

This course covers formatting numbers in currency, date, and percentage formats. It also covers ways of automatically filling data through Auto Fill and Flash Fill. Finally, this course covers creating hyperlinks to a web site, another place in the workbook, a new document, and email.

Presenting Data Using Conditional Formatting and Sparklines in Excel 2013

1 Hour

Conditional formatting allows you to highlight trends and exceptions in cells or ranges of cells by presenting the identified data in a number of unique ways. Sparklines are small charts within a cell that provide a visual representation of data and show trends in an appealing manner. This course covers applying conditional formatting, creating custom rules, and creating basic and advanced sparklines.

Performing Calculations Using Functions in Excel 2013

1 Hour

This course introduces the basic concepts and terminology associated with formulas and functions. It also covers various ways of referring to cells and cell ranges and demonstrates how to use basic functions including logical and IF-type functions.

Presenting Data in Tables and Charts in Excel 2013

1 Hour

This course demonstrates how to effectively use and customize tables and charts in Excel 2013; it explores available table styles and chart types and the best use of each type. And the course shows how to change the different elements of a table or chart to provide an effective visualization of your data.

Creating and Customizing Visual Elements in Excel 2013**1 Hour**

This course shows how to insert and edit shapes, text boxes, and pictures. It will also show how to add a SmartArt graphic and demonstrate how to add watermarks to your spreadsheets. And the course shows how you can use workbook themes to enhance the presentation of your data.

Customizing Options and Views in Excel 2013**1 Hour**

This course will cover the ways to arrange windows including Arrange All, Freeze Panes, Split, and View Side by Side. It will also show you how to change the defaults for creating new workbooks and personalize the Ribbon and Quick Access Toolbar.

Manipulating Data in Excel 2013**1 Hour**

Properly arranged data using the commands in the Data tab allows you to present your data in a logical and easy to understand manner. This course explores organizing data in Excel 2013 using the built-in features. It also covers converting text to columns for easy of splitting text.

Data Search, Data Validation, and Macros in Excel 2013**1.5 Hours**

Excel 2013 provides time-saving tools to manage data, validate data, and automate repetitive tasks. This course will introduce you to macros in Excel and show you how to automate repetitive tasks to make working in Excel easier.

Foundational Competencies

Workplace development competencies are job-based skills employees need in order to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the [Workforce Development Competencies](#) page. This certificate assisted you in developing the following competencies:



Critical Thinking and Problem Solving



Reading and Locating Information