

Syllabus Lynda.com Excel 2013
Mondays at 6:30pm
3/5, 3/19, 4/9, 4/23, 5/14, and 5/21



- 3/5/18 **Session 1:** Introduction to LYNDA. COM: Getting Started with Excel 2013 and Entering Data
- Lynda.com, the practice files. We will cover the information in the *Introduction (2)*, *Getting Started with Excel 2013 (10)*, and *Entering Data* videos together. You can watch them for review.
- FOR 3/19 SESSION:
- Watch all the videos in the *Creating Formulas and Functions (7)* and *Formatting (9)* sections.
- 3/19/2018 **Session 2:** Review Creating Formulas and Functions and Formatting
- FOR 4/9 SESSION:
- Watch all the videos in the *Adjusting Worksheet Layout and Data (4)* and *Printing (3)* sections.
- 4/9/2018 **Session 3:** Review Adjusting Worksheet Layout and Data, and Printing
- FOR 4/23 SESSION:
- Watch all the videos in the *Introduction to Charting (5)* and *Adjusting Worksheet Views (3)* sections.
- 4/23/2018 **Session 4:** Review Introduction to Charting and Adjusting Worksheet Views
- FOR 5/14 SESSION:
- Watch all the videos in the *Multiple Worksheets (5)* and *IF, VLOOKUP, and Power Functions (4)* sections
- 5/14/2018 **Session 5:** Multiple Worksheets and Workbooks and IF, VLOOKUP, and Power Functions
- FOR 5/21 SESSION:
- Videos: Videos: Watch all the videos in *Security and Sharing (5)* and *Database Features (5)* sections.
- 5/21/2018 **Session 6:** Review *Security and Sharing* and *Database Features*