**Excel 2013 – Basics Part 2**

**Facilitator**: Brett Neal  
**Target Audience**: This class is designed for beginner or basic users who have completed Basic Excel Part 1 or are proficient with the topics covered in that class.  
**Time Allotted**: 3 hours  
**PeopleSoft Course Number**: CPT056

**Overall Objectives**: To instruct basic users how to create and manage workbooks, and apply useful worksheet functionality.

**Learning Outcomes**:

* Demonstrate a basic understanding of how Excel 2016 is organized
* Create, modify and format worksheets
* Customize Excel Themes and Table Styles
* Design Headers and Footers in worksheets
* Demonstrate how to use Data Forms
* Apply Conditional Formatting to worksheet data