**Excel 2013 – Basics Part 3**

**Facilitator**: Brett Neal  
**Target Audience**: This class is designed for beginner or basic users who have completed Basic Excel Part 1 and 2 or who are proficient with the topics covered in those classes.  
**Time Allotted**: 3 hours  
**PeopleSoft Course Number**: CPT057

**Overall Objectives**: To build on the lessons learned in Excel 2016 Basics Part 1 and 2, by creating and managing data in worksheets and workbooks.

**Learning Outcomes**:

* Create a workbook using a template
* Craft a custom template
* Identify different types of data
* Discover how to rotate cell data
* Manage data using the Data tab
* Practice Flash Fill functionality for data
* Transpose data in columns and rows
* Share and protect worksheets and workbooks