❖ **General Description**

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using *Microsoft Excel 2013*. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- navigate your way around *Microsoft Excel 2013*
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- sort and filter data in a worksheet
- print your workbook data
- create effective charts in *Microsoft Excel*
- obtain help for *Excel* whenever you need it
- understand points to consider to avoid problems in your worksheets

❖ **Prerequisites**

This course assumes little or no knowledge of spreadsheets or *Microsoft Excel 2013*. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

❖ **Topic Sheets**

158 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com*.

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