



Microsoft Excel 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1315

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❖ 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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Product Information



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Getting to Know Excel 2013

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- Understanding The Excel Start Screen
- The Excel Workbook Screen
- How Excel 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
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- Inserting Columns Into A Worksheet
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- Performing An Alphabetical Sort
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- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
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- Previewing Before You Print
- Selecting A Printer
- Printing A Range





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Printing An Entire Workbook
Specifying The Number Of Copies
The Print Options

Creating Charts

Understanding The Charting Process
Choosing The Right Chart
Using A Recommended Chart
Creating A New Chart From Scratch
Working With An Embedded Chart
Resizing A Chart
Repositioning A Chart
Printing An Embedded Chart
Creating A Chart Sheet
Changing The Chart Type
Changing The Chart Layout
Changing The Chart Style
Printing A Chart Sheet
Embedding A Chart Into A Worksheet
Deleting A Chart

Getting Help

Understanding How Help Works
Accessing The Help Window
Navigating The Help Window
Using The Office Website For Help
Using Google To Get Help
Printing A Help Topic
Other Sources Of Assistance

A Guide to Brilliant Spreadsheets

Nothing Beats Good Planning
Organisation And Design
Spot On Formulas
Documented And Easy To Use
The Appropriateness Of
Spreadsheets



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