

# Microsoft Excel 2013



Level 2

Product Code: INF1316

ISBN: 978-1-921939-58-7

General Description The skills and knowledge acquired in *Microsoft Excel 2013 - Level 2* enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like PivotTables and goal seeking.

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

- use filling techniques
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use popular and common worksheet functions
- create more complex formulas and functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use Excel's Quick Analysis tools
- work with tables in Microsoft Excel
- understand and create simple PivotTables
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

Prerequisites

*Microsoft Excel 2013 - Level 2* assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

Topic Sheets

193 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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47 Greenaway Street Bulleen VIC 3105 Australia ABN 64 060 335 748 Phone: (+61) 3 9851 4000 Fax: (+61) 3 9851 4001 info@watsoniapublishing.com www.watsoniapublishing.com **Product Information** 



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#### **Contents**

## **Fill Techniques**

Creating A Custom Fill List Modifying A Custom Fill List Deleting A Custom Fill List Extracting With Flash Fill More Complex Flash Fill Extractions Extracting Dates And Numbers

#### **Worksheet Techniques**

**Inserting And Deleting Worksheets** Copying A Worksheet Renaming A Worksheet Moving A Worksheet Hiding A Worksheet **Unhiding A Worksheet** Copying A Sheet To Another Workbook Moving A Sheet To Another Workbook **Changing Worksheet Tab Colours Grouping Worksheets Hiding Rows And Columns Unhiding Rows And Columns** Freezing Rows And Columns **Splitting Windows** 

#### **Page Setup**

**Strategies For Printing Worksheets Understanding Page Layout** Using Built-In Margins **Setting Custom Margins** Changing Margins By Dragging Centring On A Page **Changing Orientation** Specifying The Paper Size Setting The Print Area Clearing The Print Area **Inserting Page Breaks** Using Page Break Preview Removing Page Breaks Setting A Background Clearing The Background Settings Rows As Repeating Print **Clearing Print Titles Printing Gridlines Printing Headings** Scaling To A Percentage Fit To A Specific Number Of Pages

## **Applying Borders**

**Understanding Borders** 

Applying A Border To A Cell
Applying A Border To A Range
Applying A Bottom Border
Applying Top And Bottom Borders
Removing Borders
The More Borders Command
Using The More Borders Command
Drawing Borders
Drawing A Border Grid
Erasing Borders
Formatting The Drawing Pencil

## **Essential Functions**

**Key Worksheet Functions** 

Using IF With Text
Using IF With Numbers
Nesting IF Functions
The CHOOSE Function
The LOOKUP Function
Using Counting Functions
The Round Function
Rounding Up And Rounding Down
Manipulative Functions
The MOD Function
The TODAY Function
The NOW Function
The DATE Function

# The PMT Function Complex Formulas

Scoping A Formula
Long-Hand Formulas
Preparing For Complex Formulas
Creating The Base Formula
Adding More Operations
Editing A Complex Formula
Adding More Complexity
Copying Nested Functions
Switching To Manual Recalculation
Pasting Values From Formulas
Documenting Formulas

# **Financial Functions**

Understanding Financial Functions Using PMT Using FV Using NPV Using PV Using RATE Using EFFECT Using NOMINAL

#### **Date and Time Functions**

Understanding Date And Time Functions
Using NOW
Using HOUR And MINUTE
Using TODAY
Calculating Future Dates
Using DATE
Using Calendar Functions
Using WEEKDAY
Using WEEKNUM
Using WORKDAY
Using EOMONTH

## **Defined Names**

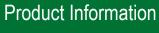
Defining Names From Worksheet
Labels
Using Names In Typed Formulas
Applying Names To Existing Formulas
Creating Names Using The Name Box
Using Names To Select Ranges
Pasting Defined Names Into
Formulas
Defining Names For Constant Values
Creating Names From A Selection

**Understanding Defined Names** 

Creating Names From A Selection Scoping Names To A Worksheet Using The Name Manager Documenting Defined Names

# **Number Formatting Techniques**

Applying Alternate Currencies
Applying Alternate Date Formats
Formatting Clock Time
Formatting Calculated Time
Understanding Number Formatting
Understanding Format Codes
Creating Descriptive Custom Formats
Custom Formatting Large Numbers
Custom Formatting For Fractions
Padding Numbers Using Custom
Formatting
Aligning Numbers Using Custom
Formats





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Customising The Display Of Negative Values

#### **Conditional Formatting**

Understanding Conditional
Formatting
Formatting Cells Containing Values
Clearing Conditional Formatting
More Cell Formatting Options
Top Ten Items
More Top And Bottom Formatting
Options
Working With Data Bars
Working With Colour Scales
Working With Icon Sets
Understanding Sparklines
Creating Sparklines
Editing Sparklines

## **Goal Seeking**

Understanding Goal Seeking Using Goal Seek

# **The Quick Analysis Tools**

Understanding Quick Analysis Quick Formatting Quick Charting Quick Totals Quick Sparklines Quick Tables

## **Worksheet Tables**

Understanding Tables
Creating A Table From Scratch
Working With Table Styles
Inserting Table Columns
Removing Table Columns
Converting A Table To A Range
Creating A Table From Data
Inserting Or Deleting Table Records
Removing Duplicates
Sorting Tables
Filtering Tables
Renaming A Table
Splitting A Table
Deleting A Table

#### **Pivot Tables**

Understanding PivotTables
Recommended Pivot Tables
Creating Your Own PivotTable
Defining The PivotTable Structure
Filtering A PivotTable

Clearing A Report Filter Switching PivotTable Fields Formatting A PivotTable Understanding Slicers Creating Slicers Inserting A Timeline Filter

#### **Chart Elements**

Understanding Chart Elements
Adding A Chart Title
Adding Axes Titles
Repositioning The Legend
Showing Data Labels
Showing Gridlines
Formatting The Chart Area
Adding A Trendline
Adding Error Bars
Adding A Data Table

## **Chart Object Formatting**

**Understanding Chart Formatting** Selecting Chart Objects **Using Shape Styles Changing Column Colour Schemes** Changing The Colour Of A Series **Changing Line Chart Colours Using Shape Effects** Colouring The Chart Background **Understanding The Format Pane** Using The Format Pane **Exploding Pie Slices Changing Individual Bar Colours** Formatting Text Formatting With WordArt Changing WordArt Fill Changing WordArt Effects



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