



Microsoft Excel 2013

Level 3



INFOCUS COURSEWARE

Product Code: INF1317

ISBN: 978-1-925179-22-4

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 3** are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros, and much more.

❖ Learning Outcomes

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

- modify **Excel** options
- protect data in worksheets and workbooks
- import data into **Excel** and export data from **Excel**
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the **Data Consolidation** feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the **Scenario Manager**
- create and edit a **PivotChart**
- construct and operate **PivotTables** using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use a range of **Information** functions
- use a range of text functions
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in **Excel**

❖ Prerequisites

Microsoft Excel 2013 - Level 3 assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

160 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.

This information sheet was produced on Tuesday, May 13, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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



Contents

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

Protecting Data

- Understanding Data Protection
- Providing Total Access To Cells
- Protecting A Worksheet
- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access To Cells
- Password Protecting A Workbook
- Opening A Password Protected Workbook
- Removing A Password From A Workbook

Importing and Exporting

- Understanding Data Importing
- Importing From An Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting To Microsoft Word
- Exporting Data As Text
- Inserting A Picture
- Modifying An Inserted Picture

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Grouping and Outlining

- Understanding Grouping And Outlining
- Creating An Automatic Outline

- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

Summarising and Subtotalling

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating A Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using The SUM Function

Data Tables

- Understanding Data Tables And What-If Models
- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table

Scenarios

- Understanding Scenarios
- Creating A Default Scenario
- Creating Scenarios
- Using Names In Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

PivotCharts

- Inserting A PivotChart
- Defining The PivotChart Structure
- Changing The PivotChart Type
- Using The PivotChart Filter Field Buttons
- Moving PivotCharts To Chart Sheets

PivotTable Features

- Using Compound Fields
- Counting In A PivotTable

- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding The Percentage Of Total
- Finding The Difference From Grouping In A PivotTable
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

Advanced Filters

- Understanding Advanced Filtering
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria
- Understanding Database Functions
- Using Database Functions
- Using DSUM
- Using The DMIN Function
- Using The DMAX Function
- Using The DCOUNT Function

Validating Data

- Understanding Data Validation
- Creating A Number Range Validation
- Testing A Validation
- Creating An Input Message
- Creating An Error Message
- Creating A Drop Down List
- Using Formulas As Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Information Functions

- Understanding Information Functions
- Using The CELL Function
- Using The ISBLANK Function
- Using The ISERR Function
- Using The ISODD And ISEVEN Functions
- Using The ISNUMBER And ISTEEXT Functions





Microsoft Excel 2013

Level 3



INFOCUS COURSEWARE

Product Code: INF1317

ISBN: 978-1-925179-22-4

Using The TYPE Function

Text Functions

Understanding Text Functions
Using The PROPER Function
Using The UPPER And LOWER Functions
Using The CONCATENATE Function
Using The LEFT And RIGHT Functions
Using The MID Function
Using The LEN Function
Using The SUBSTITUTE Function
Using The T Function
Using The TEXT Function
Using The VALUE Function

Controls

Understanding Types Of Controls
Understanding How Controls Work
Preparing A Worksheet For Controls
Adding A Combo Box Control
Changing Control Properties
Using The Cell Link To Display The Selection
Adding A List Box Control
Adding A Scroll Bar Control
Adding A Spin Button Control
Adding Option Button Controls
Adding A Group Box Control
Adding A Check Box Control
Protecting A Worksheet With Controls

Sharing Workbooks

Sharing Workbooks Via The Network
Sharing Workbooks Via OneDrive
Saving To OneDrive
Sharing Workbooks
Opening Shared Workbooks
Enabling Tracked Changes
Accepting Or Rejecting Changes
Disabling Tracked Changes
Adding Worksheet Comments
Navigating Worksheet Comments
Editing Worksheet Comments
Deleting Comments

Recorded Macros

Understanding Excel Macros
Setting Macro Security
Saving A Document As Macro Enabled

Recording A Simple Macro
Running A Recorded Macro
Relative Cell References
Running A Macro With Relative References
Viewing A Macro
Editing A Macro
Assigning A Macro To The Toolbar
Running A Macro From The Toolbar
Assigning A Macro To The Ribbon
Assigning A Keyboard Shortcut To A Macro
Deleting A Macro
Copying A Macro



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