



Microsoft Excel 2013

Module 1



WATSONIA PUBLISHING

INFOCUS COURSEWARE

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❖ General Description

The skills and knowledge acquired in this course are sufficient to be able to use Excel for tasks such as budgeting, analysing sales, producing reports, creating charts and managing small lists.

❖ 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
- work with elements that make up the structure of a worksheet
- use a range of techniques to work with worksheets
- understand and work with ranges in a worksheet
- copy and paste data in **Excel**
- use the fill operations available to fill a data series
- use font formatting techniques to enhance the look of a worksheet
- align the contents of cells in a number of ways
- format rows and columns in a worksheet
- understand and use the number formatting features in **Excel**
- apply a variety of page setup techniques
- print your workbook data
- sort data in a list in a worksheet
- filter data in a table
- understand, create and work with formulas and functions used to perform calculations
- understand and use formula cell referencing to create more complex formulas
- use popular and common worksheet functions
- make changes to data in a workbook
- create effective charts in **Microsoft Excel**
- understand and create simple **PivotTables**
- create and edit a **PivotChart**
- work with tables in **Microsoft Excel**
- obtain help for **Excel** whenever you need it
- understand points to consider to avoid problems in your worksheets

❖ Prerequisites

Microsoft Excel 2013 - Module 1 assumes little or no knowledge of the software. But it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

270 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.



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❖ 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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Contents

Getting to Know Excel 2013

- Starting Excel From The Desktop
- 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
- Exiting Safely From Excel 2013

Creating a New Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Understanding The Fill Handle
- Typing Formulas
- Easy Formulas
- Saving A New Workbook On Your Computer
- Checking The Spelling
- Making Basic Changes
- Printing A Worksheet
- Safely Closing A Workbook

Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders

Working With a Worksheet

- Understanding Worksheets
- Changing The Worksheet View
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing Worksheet Gridlines
- Viewing The Ruler
- Inserting Cells Into A Worksheet

- Deleting Cells From A Worksheet
- Inserting Columns Into A Worksheet
- Inserting Rows Into A Worksheet
- Deleting Rows And Columns
- More Than One Worksheet
- Worksheet Wisdom

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

Selecting Ranges

- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Viewing Range Calculations
- Creating An Input Range

Copying Data

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Copying Relative Formulas
- Copying To A Non-Contiguous Range
- Copying To Another Worksheet
- Copying To Another Workbook

Filling Data

- Understanding Filling
- Filling A Series

- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- 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

Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter
- Applying Strikethrough
- Subscripting Text
- Superscripting Text

Cell Alignment

- Understanding Cell Alignment
- Horizontal Cell Alignment
- Aligning Right
- Aligning To The Centre
- Aligning Left
- Vertical Cell Alignment
- Aligning Top
- Aligning Bottom
- Aligning To The Middle
- Rotating Text
- Indenting Cells
- Wrapping And Merging Text
- Merging And Centring
- Merging Cells
- Unmerging Cells

Row and Column Formatting

- Approximating Column Widths
- Setting Precise Columns Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights



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Hiding Rows And Columns
Unhiding Rows And Columns

Number Formatting

Understanding Number Formatting
Applying General Formatting
Formatting For Money
Formatting Percentages
Formatting As Fractions
Formatting As Dates
Using The Thousands Separator
Increasing And Decreasing Decimals

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 Titles
Clearing Print Titles
Printing Gridlines
Printing Headings
Scaling To A Percentage
Fit To A Specific Number Of Pages

Printing

Understanding Printing
Previewing Before You Print
Selecting A Printer
Printing A Range
Printing An Entire Workbook
Specifying The Number Of Copies
The Print Options

Sorting Data

Understanding Lists
Performing An Alphabetical Sort
Performing A Numerical Sort
Sorting On More Than One Column
Sorting Numbered Lists

Sorting By Rows

Filtering Data

Understanding Filtering
Applying And Using A Filter
Clearing A Filter
Creating Compound Filters
Multiple Value Filters
Creating Custom Filters
Using Wildcards

Formulas and Functions

Understanding Formulas
Creating Formulas That Add
Creating Formulas That Subtract
Formulas That Multiply And Divide
Understanding Functions
Using The SUM Function
Summing Non-Contiguous Ranges
Calculating An Average
Finding A Maximum Value
Finding A Minimum Value
Creating More Complex Formulas
What If Formulas
Common Error Messages

Formula Referencing

Absolute Versus Relative Referencing
Relative Formulas
Problems With Relative Formulas
Creating Absolute References
Creating Mixed References

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

Editing in a Workbook

Understanding Data Editing
Overwriting Cell Contents

Editing Longer Cells
Editing Formulas
Clearing Cells
Deleting Data
Using Undo And Redo

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

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

PivotCharts

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

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



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- Inserting Or Deleting Table Records
- Removing Duplicates
- Sorting Tables
- Filtering Tables
- Renaming A Table
- Splitting A Table
- Deleting A Table

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



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