❖ **General Description**

The skills and knowledge acquired in *Microsoft Excel 2013 - Module 2* are sufficient to be able to use a range of techniques including charting and worksheet operation, as well as the use of complex analytical and automation tools.

❖ **Learning Outcomes**

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

- modify *Excel* options
- construct and operate *PivotTables* using some of the more advanced techniques
- understand and use *Excel's Quick Analysis* tools
- create more complex formulas and functions
- work with logical function in *Excel*
- use a range of lookup and reference functions
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- import data into *Excel* and export data from *Excel*
- use the *Data Consolidation* feature to combine data from several workbooks into one
- create and use defined names in a workbook
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- create and work with scenarios and the *Scenario Manager*
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use goal seeking to determine the values required to reach a desired result
- use *Solver* to solve more complex and intricate problems
- create and use a range of controls in a worksheet
- share workbooks with other users
- protect data in worksheets and workbooks
- create recorded macros in *Excel*
- use the macro recorder to create a variety of macros

❖ **Prerequisites**

Microsoft Excel 2013 - Module 2 assumes some knowledge of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

222 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

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❖ **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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