



# Microsoft Excel 2013

## Module 2



INFOCUS COURSEWARE

Product Code: INF1319

ISBN: 978-1-921939-96-9

### ❖ 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



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

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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](http://www.watsoniapublishing.com)**.

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## Product Information



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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)



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## 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

### 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

### The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
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- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula
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- Editing A Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching To Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

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- Nesting IF Functions
- Using IFERROR
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- Using VLOOKUP For Exact Matches
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### Number Formatting Techniques

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- Applying Alternate Date Formats
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- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
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- Custom Formatting For Fractions
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- Clearing Conditional Formatting

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- Working With Icon Sets
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- Understanding Text File Formats
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- 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
- Scoping Names To A Worksheet
- Using The Name Manager
- Documenting Defined Names



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Australia  
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### Data Linking

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

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- Using A Subtotalled Worksheet
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- Using Relative Names For Subtotals

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### Validating Data

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- Creating A Drop Down List

- Using Formulas As Validation Criteria
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### Goal Seeking

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- Using Goal Seek

### Solver

- Understanding How Solver Works
- Installing The Solver Add-In
- Setting Solver Parameters
- Adding Solver Constraints
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### Sharing Workbooks

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- Running A Macro With Relative References
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- 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
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### Recorder Workshop

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object



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