



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 1 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1355

ISBN: 978-1-921939-68-6

### ❖ General Description

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using **Microsoft Excel 2013**. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

### ❖ 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
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- sort and filter data in a worksheet
- print your workbook data
- create effective charts in **Microsoft Excel**
- obtain help for **Excel** whenever you need it
- understand points to consider to avoid problems in your worksheets

### ❖ Prerequisites

This course assumes little or no knowledge of spreadsheets or **Microsoft Excel 2013**. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

### ❖ Topic Sheets

198 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](http://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
- Practice Exercise
- Practice Exercise Workspace

### 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
- Safely Closing A Workbook
- Practice Exercise
- Practice Exercise Sample

### Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders
- Practice Exercise
- Practice Exercise Sample
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas

- Clearing Cells
- Deleting Data
- Using Undo And Redo
- Practice Exercise
- Practice Exercise Sample

### Cells and Ranges

- Understanding Cells And Ranges
- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Practice Exercise
- Practice Exercise Sample
- 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
- Practice Exercise
- Practice Exercise Sample
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Extracting With Flash Fill
- Understanding Moving In Excel
- Moving Cells And Ranges
- Practice Exercise
- Practice Exercise Data

### 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
- Practice Exercise
- Practice Exercise Sample
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas

- Creating Absolute References
- Creating Mixed References
- Common Error Messages
- Practice Exercise
- Practice Exercise Sample

### Worksheet Appearance

- 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
- Practice Exercise
- Practice Exercise Sample
- Understanding Cell Alignment
- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells
- Practice Exercise
- Practice Exercise Sample
- 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
- Practice Exercise
- Practice Exercise Sample

### Worksheet Layout

- Approximating Column Widths
- Setting Precise Column Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Practice Exercise
- Practice Exercise Sample
- Understanding Worksheets
- Changing The Worksheet View
- Worksheet Zooming
- Viewing The Formula Bar



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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  
Practice Exercise  
Practice Exercise Sample

### Sorting and Filtering Data

Understanding Lists  
Performing An Alphabetical Sort  
Performing A Numerical Sort  
Sorting On More Than One Column  
Practice Exercise  
Practice Exercise Sample  
Understanding Filtering  
Applying And Using A Filter  
Clearing A Filter  
Creating Compound Filters  
Multiple Value Filters  
Creating Custom Filters  
Using Wildcards  
Practice Exercise  
Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Workspace

### A Guide to Brilliant Spreadsheets

Good Planning Is Essential  
Organisation And Design  
Writing Effective Formulas  
Documented And Easy To Use  
The Appropriateness Of  
Spreadsheets



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