



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1356

ISBN: 978-1-921939-69-3

### ❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 2 (with Challenge Exercises)** enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like PivotTables and goal seeking.

### ❖ Learning Outcomes

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

- use filling techniques
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use the dozen or so most popular and common worksheet functions
- create more complex formulas and functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use **Excel's Quick Analysis** tools
- work with tables in **Microsoft Excel**
- understand and create simple **PivotTables**
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

### ❖ Prerequisites

**Microsoft Excel 2013 - Level 2 (with Challenge Exercises)** assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

### ❖ Topic Sheets

227 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).

*This information sheet was produced on Wednesday, May 14, 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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1356

ISBN: 978-1-921939-69-3

## Contents

### Fill Techniques

- 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
- Practice Exercise
- Practice Exercise Data

### 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
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise
- Practice Exercise Sample

### Applying Borders

- Understanding Borders
- Applying A Border To A Cell
- Applying A Border To A Range
- Applying A Bottom Border
- Applying Top And Bottom Borders
- Removing Borders
- The More Borders Command
- Using The More Borders Command
- Drawing Borders
- Drawing A Border Grid
- Erasing Borders
- Formatting The Drawing Pencil
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise
- Practice Exercise Sample

### Complex Formulas

- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula
- Adding More Operations
- Editing A Complex Formula

- Adding More Complexity
- Copying Nested Functions
- Switching To Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas
- Practice Exercise
- Practice Exercise Sample

### Financial Functions

- Understanding Financial Functions
- Using PMT
- Using FV
- Using NPV
- Using PV
- Using RATE
- Using EFFECT
- Using NOMINAL
- Practice Exercise
- Practice Exercise Sample

### Date and Time Functions

- Understanding Date And Time Functions
- Using NOW
- Using HOUR And MINUTE
- Using TODAY
- Calculating Future Dates
- Using DATE
- Using Calendar Functions
- Using WEEKDAY
- Using WEEKNUM
- Using WORKDAY
- Using EOMONTH
- Practice Exercise
- Practice Exercise Sample

### Defined Names

- Understanding Defined Names
- Defining Names From Worksheet Labels
- 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



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)

## Product Information



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1356

ISBN: 978-1-921939-69-3

Using The Name Manager  
Documenting Defined Names  
Practice Exercise  
Practice Exercise Sample

### Number Formatting Techniques

Applying Alternate Currencies  
Applying Alternate Date Formats  
Formatting Clock Time  
Formatting Calculated Time  
Understanding Number Formatting  
Understanding Format Codes  
Creating Descriptive Custom Formats  
Custom Formatting Large Numbers  
Custom Formatting For Fractions  
Padding Numbers Using Custom Formatting  
Aligning Numbers Using Custom Formats  
Customising The Display Of Negative Values  
Practice Exercise  
Practice Exercise Sample

### Conditional Formatting

Understanding Conditional Formatting  
Formatting Cells Containing Values  
Clearing Conditional Formatting  
More Cell Formatting Options  
Top Ten Items  
More Top And Bottom Formatting Options  
Working With Data Bars  
Working With Colour Scales  
Working With Icon Sets  
Understanding Sparklines  
Creating Sparklines  
Editing Sparklines  
Practice Exercise  
Practice Exercise Sample

### Goal Seeking

Understanding Goal Seeking  
Using Goal Seek  
Practice Exercise  
Practice Exercise Sample

### The Quick Analysis Tools

Understanding Quick Analysis  
Quick Formatting  
Quick Charting

Quick Totals  
Quick Sparklines  
Quick Tables  
Practice Exercise  
Practice Exercise Sample

### 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  
Inserting Or Deleting Table Records  
Removing Duplicates  
Sorting Tables  
Filtering Tables  
Renaming A Table  
Splitting A Table  
Deleting A Table  
Practice Exercise  
Practice Exercise Workspace

### PivotTables

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  
Practice Exercise  
Practice Exercise Sample

### Chart Elements

Understanding Chart Elements  
Adding A Chart Title  
Adding Axes Titles  
Repositioning The Legend  
Showing Data Labels  
Showing Gridlines  
Formatting The Chart Area  
Adding A Trendline  
Adding Error Bars  
Adding A Data Table  
Practice Exercise  
Practice Exercise Sample

### Chart Object Formatting

Understanding Chart Formatting  
Selecting Chart Objects  
Using Shape Styles  
Changing Column Colour Schemes  
Changing The Colour Of A Series  
Changing Line Chart Colours  
Using Shape Effects  
Colouring The Chart Background  
Understanding The Format Pane  
Using The Format Pane  
Exploding Pie Slices  
Changing Individual Bar Colours  
Formatting Text  
Formatting With WordArt  
Changing WordArt Fill  
Changing WordArt Effects  
Practice Exercise  
Practice Exercise Sample



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)

Product Information