



INFOCUS COURSEWARE

Microsoft Excel 2013

Module 1 (with Challenge Exercises)



Product Code: INF1385

ISBN: 978-1-925121-23-0

❖ 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
- understand and use formula cell referencing
- use 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 (with Challenge Exercises) 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

321 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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Product Information



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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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- The Excel Workbook Screen
- How Excel 2013 Works
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- 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
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- Practice Exercise Workspace

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- Practice Exercise
- Practice Exercise Sample

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Aligning Right
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Aligning Left
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Aligning Bottom
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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Using Undo And Redo
Practice Exercise
Practice Exercise Sample

Creating Charts

Understanding The Charting Process
Choosing The Right Chart



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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
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Practice Exercise
Practice Exercise Sample

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Practice Exercise
Practice Exercise Sample

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Removing Duplicates
Sorting Tables

Filtering Tables
Renaming A Table
Splitting A Table
Deleting A Table
Practice Exercise
Practice Exercise Workspace

Getting Help

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Accessing The Help Window
Navigating The Help Window
Using The Office Website For Help
Using Google To Get Help
Printing A Help Topic
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Practice Exercise
Practice Exercise Workspace

A Guide to Brilliant Spreadsheets

Nothing Beats Good Planning
Organisation And Design
Spot On Formulas
Documented And Easy To Use
The Appropriateness Of
Spreadsheets



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