



INFocus COURSEWARE

# Microsoft Excel 2013

## Module 2 (with Challenge Exercises)



WATSONIA PUBLISHING

Product Code: INF1386

ISBN: 978-1-925121-24-7

### ❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Module 2 (with Challenge Exercises)** 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 (with Challenge Exercises)** 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

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

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Practice Exercise  
Practice Exercise Sample

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