Operate Spreadsheet Applications

Microsoft Excel 2013

WATSONIA PUBLISHING

InFocus Courseware

❖ **General Description**

The skills and knowledge obtained in Operate Spreadsheet Applications - Microsoft Excel 2013 are sufficient to operate spreadsheet applications and perform basic operations, including creating and formatting spreadsheet data, incorporating charts and objects, and customising and printing spreadsheets.

❖ **Learning Outcomes**

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

- create new workbooks in *Microsoft Excel*
- work with workbooks created in *Microsoft Excel*
- format workbooks to enhance their visual appeal
- insert pictures or create charts in a workbook
- print data from workbooks
- customise *Microsoft Excel* and workbooks

❖ **Prerequisites**

This courseware assumes no prior experience in the use of Microsoft Excel 2013 or any other spreadsheet application. Some general understanding of how a computer operates, especially pertaining to files and file management, would be beneficial.

❖ **Topic Sheets**

104 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**.

This information sheet was produced on Friday, April 10, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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WP: WATSONIA PUBLISHING

Product Code: INF884   ISBN: 978-1-925298-73-4

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