



INFOCUS COURSEWARE

Operate Spreadsheet Applications

Microsoft Excel 2013



WATSONIA PUBLISHING

Product Code: INF884

ISBN: 978-1-925298-23-9

❖ 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.

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Product Information



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Contents

Creating Workbooks

- How Spreadsheets Work
- What a Spreadsheet Can Do
- Starting Excel From the Desktop
- 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
- Easy Formatting
- Printing a Worksheet
- Safely Closing a Workbook
- Opening an Existing Workbook
- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply and Divide
- Understanding Functions
- Using the SUM Function to Add
- Common Error Messages
- Easy Formatting

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- Selecting Contiguous Ranges
- Selecting Non Contiguous Ranges
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- Selecting Columns
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- Using Undo and Redo
- Inserting Columns Into a Worksheet
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- Using Fill for Quick Copying
- Copying From One Cell to Another
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- Saving With a Different Name
- Saving in Another Location
- Saving in Another Version
- Saving in a Web Format

Saving to a Storage Device

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- Italicising Text
- Underlining Text
- Changing Font Colours
- Using the Format Painter
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- Adding a Quick Header
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Charts and Pictures

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- 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
- Creating a Chart Sheet
- Changing the Chart Type
- Changing the Chart Layout
- Changing the Chart Style
- Inserting a Picture
- Modifying an Inserted Picture

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- Understanding Printing
- Previewing Before You Print
- Selecting a Printer
- Printing a Range
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- Specifying the Number of Copies
- The Print Options

Customising Workbooks

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- Understanding the Backstage View
- Understanding the Quick Access Toolbar
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- Setting Custom Margins
- Changing Margins by Dragging
- Changing Orientation
- Understanding Excel Options
- Personalising Excel
- Setting the Default Font
- Setting the Default File Location



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