



# Microsoft Excel 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1315

ISBN: 978-1-925179-20-0

## ❖ General Description

This is a beginner's course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using **Microsoft Excel 2013**. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

## ❖ 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
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- sort and filter data in a worksheet
- print your workbook data
- create effective charts in **Microsoft Excel**
- obtain help for **Excel** whenever you need it
- understand points to consider to avoid problems in your worksheets

## ❖ Prerequisites

This course assumes little or no knowledge of spreadsheets or **Microsoft Excel 2013**. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

## ❖ Topic Sheets

158 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 Monday, April 28, 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



# Microsoft Excel 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1315

ISBN: 978-1-925179-20-0

## Contents

### Getting to Know Excel 2013

- Starting Excel From The Desktop
- Understanding The Excel Start Screen
- The Excel Workbook Screen
- How Excel 2013 Works
- Using The Ribbon
- Showing And Collapsing The Ribbon
- 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

### Your First Workbook

- Understanding Workbooks
- Using The Blank Workbook Template
- Typing Text
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Saving A New Workbook On Your Computer
- Checking The Spelling
- Making Basic Changes
- Safely Closing A Workbook

### Working With Workbooks

- Opening An Existing Workbook
- Navigating A Workbook
- Navigating Using The Keyboard
- Using Go To
- Recent Files And Folders
- Understanding Data Editing
- Overwriting Cell Contents
- Editing Longer Cells
- Editing Formulas
- Clearing Cells
- Deleting Data
- Using Undo And Redo

### Cells and Ranges

- Understanding Cells And Ranges
- Selecting Contiguous Ranges

- Selecting Non-Contiguous Ranges
- Selecting Larger Ranges
- Selecting Rows
- Selecting Columns
- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To A Range
- Copying From One Range To Another
- Understanding Filling
- Filling A Series
- Filling A Growth Series
- Extracting With Flash Fill
- Understanding Moving In Excel
- Moving Cells And Ranges

### Formulas and Functions

- Understanding Formulas
- Creating Formulas That Add
- Creating Formulas That Subtract
- Formulas That Multiply And Divide
- Understanding Functions
- Using The SUM Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- Finding A Maximum Value
- Finding A Minimum Value
- Creating More Complex Formulas
- What If Formulas
- Absolute Versus Relative Referencing
- Relative Formulas
- Problems With Relative Formulas
- Creating Absolute References
- Creating Mixed References
- Common Error Messages

### Worksheet Appearance

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Cells Bold
- Italicising Text
- Underlining Text
- Changing Font Colours
- Changing Background Colours
- Using The Format Painter
- Understanding Cell Alignment

- Horizontal Cell Alignment
- Vertical Cell Alignment
- Indenting Cells
- Understanding Number Formatting
- Applying General Formatting
- Formatting For Money
- Formatting Percentages
- Formatting As Fractions
- Formatting As Dates
- Using The Thousands Separator
- Increasing And Decreasing Decimals

### Worksheet Layout

- Approximating Column Widths
- Setting Precise Column Widths
- Setting The Default Column Width
- Approximating Row Height
- Setting Precise Row Heights
- Understanding Worksheets
- Changing The Worksheet View
- Worksheet Zooming
- Viewing The Formula Bar
- Viewing Worksheet Gridlines
- Inserting Cells Into A Worksheet
- Deleting Cells From A Worksheet
- Inserting Columns Into A Worksheet
- Inserting Rows Into A Worksheet
- Deleting Rows And Columns
- More Than One Worksheet
- Worksheet Wisdom

### Sorting and Filtering Data

- Understanding Lists
- Performing An Alphabetical Sort
- Performing A Numerical Sort
- Sorting On More Than One Column
- Understanding Filtering
- Applying And Using A Filter
- Clearing A Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

### Printing

- Understanding Printing
- Previewing Before You Print
- Selecting A Printer
- Printing A Range



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



# Microsoft Excel 2013

Level 1



INFOCUS COURSEWARE

Product Code: INF1315

ISBN: 978-1-925179-20-0

Printing An Entire Workbook  
Specifying The Number Of Copies  
The Print Options

## Creating Charts

Understanding The Charting Process  
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  
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  
Deleting A Chart

## Getting Help

Understanding How Help Works  
Accessing The Help Window  
Navigating The Help Window  
Using The Office Website For Help  
Using Google To Get Help  
Printing A Help Topic  
Other Sources Of Assistance

## A Guide to Brilliant Spreadsheets

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



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