



Microsoft Excel 2013

Level 2



INFOCUS COURSEWARE

Product Code: INF1316

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❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 2** enable users to expand their knowledge and learn how to create more productive workbooks. It covers formulas and function techniques, advanced formatting and charting features and data manipulation tools like PivotTables and goal seeking.

❖ Learning Outcomes

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

- use filling techniques
- use a range of techniques to work with worksheets
- apply a variety of page setup techniques
- apply borders to cells and ranges in a worksheet
- use popular and common worksheet functions
- create more complex formulas and functions
- use a variety of financial functions
- use the date and time functions to perform calculations
- create and use defined names in a workbook
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- use goal seeking to determine the values required to reach a desired result
- understand and use **Excel's Quick Analysis** tools
- work with tables in **Microsoft Excel**
- understand and create simple **PivotTables**
- use a range of elements and features to enhance charts
- select and change the format of objects in a chart

❖ Prerequisites

Microsoft Excel 2013 - Level 2 assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

❖ Topic Sheets

193 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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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
www.watsoniapublishing.com

Product Information



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Customising The Display Of Negative Values

Conditional Formatting

Understanding Conditional Formatting
Formatting Cells Containing Values
Clearing Conditional Formatting
More Cell Formatting Options
Top Ten Items
More Top And Bottom Formatting Options
Working With Data Bars
Working With Colour Scales
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Understanding Sparklines
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Understanding The Format Pane
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Changing Individual Bar Colours
Formatting Text
Formatting With WordArt
Changing WordArt Fill
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