INFOCUS COURSEWARE

Microsoft Excel 2013

Level 3

WATSONIA PUBLISHING

Product Code: INF1317 ISBN: 978-1-921939-59-4

General Description

The skills and knowledge acquired in ***Microsoft Excel 2013 - Level 3*** are sufficient to be able to protect worksheet data, perform advanced data operations using summarising, data consolidations, filters and advanced PivotTable techniques, macros, and much more.

Learning Outcomes

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

- modify ***Excel*** options
- protect data in worksheets and workbooks
- import data into ***Excel*** and export data from ***Excel***
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- use the ***Data Consolidation*** feature to combine data from several workbooks into one
- create, use and modify data tables
- create and work with scenarios and the ***Scenario Manager***
- create and edit a ***PivotChart***
- construct and operate ***PivotTables*** using some of the more advanced techniques
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use a range of ***Information*** functions
- use a range of text functions
- create and use a range of controls in a worksheet
- share workbooks with other users
- create recorded macros in ***Excel***

Prerequisites

Microsoft Excel 2013 - Level 3 assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

Topic Sheets

160 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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Using The TYPE Function

Text Functions

Understanding Text Functions
Using The PROPER Function
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Assigning A Macro To The Toolbar
Running A Macro From The Toolbar
Assigning A Macro To The Ribbon
Assigning A Keyboard Shortcut To A Macro
Deleting A Macro
Copying A Macro

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