



Microsoft Excel 2013

Module 2



INFOCUS COURSEWARE

Product Code: INF1319

ISBN: 978-1-925179-24-8

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Module 2** are sufficient to be able to use a range of techniques including charting and worksheet operation, as well as the use of complex analytical and automation tools.

❖ Learning Outcomes

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

- modify **Excel** options
- construct and operate **PivotTables** using some of the more advanced techniques
- understand and use **Excel's Quick Analysis** tools
- create more complex formulas and functions
- work with logical function in **Excel**
- use a range of lookup and reference functions
- apply a range of number formatting techniques to worksheet cells
- apply conditional formatting to ranges in a worksheet
- import data into **Excel** and export data from **Excel**
- use the **Data Consolidation** feature to combine data from several workbooks into one
- create and use defined names in a workbook
- use data linking to create more efficient workbooks
- group cells and use outlines to manipulate the worksheet
- create summaries in your spreadsheets using subtotals
- create and work with scenarios and the **Scenario Manager**
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use goal seeking to determine the values required to reach a desired result
- use **Solver** to solve more complex and intricate problems
- create and use a range of controls in a worksheet
- share workbooks with other users
- protect data in worksheets and workbooks
- create recorded macros in **Excel**
- use the macro recorder to create a variety of macros

❖ Prerequisites

Microsoft Excel 2013 - Module 2 assumes some knowledge of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

222 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



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



Microsoft Excel 2013

Module 2



INFOCUS COURSEWARE

Product Code: INF1319

ISBN: 978-1-925179-24-8

❖ 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 Tuesday, February 18, 2014 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



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



Microsoft Excel 2013

Module 2



INFOCUS COURSEWARE

Product Code: INF1319

ISBN: 978-1-925179-24-8

Contents

Setting Excel Options

- Understanding Excel Options
- Personalising Excel
- Setting The Default Font
- Setting Formula Options
- Understanding Save Options
- Setting Save Options
- Setting The Default File Location
- Setting Advanced Options

PivotTable Features

- Using Compound Fields
- Counting In A PivotTable
- Formatting PivotTable Values
- Working With PivotTable Grand Totals
- Working With PivotTable Subtotals
- Finding The Percentage Of Total
- Finding The Difference From
- Grouping In A PivotTable
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting In A PivotTable

The Quick Analysis Tools

- Understanding Quick Analysis
- Quick Formatting
- Quick Charting
- Quick Totals
- Quick Sparklines
- Quick Tables

Complex Formulas

- Scoping A Formula
- Long-Hand Formulas
- Preparing For Complex Formulas
- Creating The Base Formula
- Adding More Operations
- Editing A Complex Formula
- Adding More Complexity
- Copying Nested Functions
- Switching To Manual Recalculation
- Pasting Values From Formulas
- Documenting Formulas

Logical Functions

- Understanding Logical Functions
- Using IF With Text
- Using IF With Numbers
- Nesting IF Functions
- Using IFERROR
- Using TRUE And FALSE
- Using AND
- Using OR
- Using NOT

Lookup Functions

- Understanding Data Lookup Functions
- Using CHOOSE
- Using VLOOKUP
- Using VLOOKUP For Exact Matches
- Using HLOOKUP
- Using INDEX
- Using MATCH
- Understanding Reference Functions
- Using ROW And ROWS
- Using COLUMN And COLUMNS
- Using ADDRESS
- Using INDIRECT
- Using OFFSET

Number Formatting Techniques

- Applying Alternate Currencies
- Applying Alternate Date Formats
- Formatting Clock Time
- Formatting Calculated Time
- Understanding Number Formatting
- Understanding Format Codes
- Creating Descriptive Custom Formats
- Custom Formatting Large Numbers
- Custom Formatting For Fractions
- Padding Numbers Using Custom Formatting
- Aligning Numbers Using Custom Formats
- 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
- Working With Icon Sets
- Understanding Sparklines
- Creating Sparklines
- Editing Sparklines

Importing and Exporting

- Understanding Data Importing
- Importing From An Earlier Version
- Understanding Text File Formats
- Importing Tab Delimited Text
- Importing Comma Delimited Text
- Importing Space Delimited Text
- Importing Access Data
- Working With Connected Data
- Unlinking Connections
- Exporting To Microsoft Word
- Exporting Data As Text
- Inserting A Picture
- Modifying An Inserted Picture

Data Consolidation

- Understanding Data Consolidation
- Consolidating With Identical Layouts
- Creating A Linked Consolidation
- Consolidating From Different Layouts
- Consolidating Data Using The SUM Function

Defined Names

- Understanding Defined Names
- Defining Names From Worksheet Labels
- Using Names In Typed Formulas
- Applying Names To Existing Formulas
- Creating Names Using The Name Box
- Using Names To Select Ranges
- Pasting Defined Names Into Formulas
- Defining Names For Constant Values
- Creating Names From A Selection
- Scoping Names To A Worksheet
- Using The Name Manager
- Documenting Defined Names



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



Microsoft Excel 2013

Module 2



INFOCUS COURSEWARE

Product Code: INF1319

ISBN: 978-1-925179-24-8

Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks
- Updating Links Between Workbooks

Grouping and Outlining

- Understanding Grouping And Outlining
- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Group
- Grouping By Columns

Summarising and Subtotalling

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

Scenarios

- Understanding Scenarios
- Creating A Default Scenario
- Creating Scenarios
- Using Names In Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

Advanced Filters

- Understanding Advanced Filtering
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria
- Understanding Database Functions
- Using Database Functions
- Using DSUM
- Using The DMIN Function
- Using The DMAX Function
- Using The DCOUNT Function

Validating Data

- Understanding Data Validation
- Creating A Number Range Validation
- Testing A Validation
- Creating An Input Message
- Creating An Error Message
- Creating A Drop Down List

- Using Formulas As Validation Criteria
- Circling Invalid Data
- Removing Invalid Circles
- Copying Validation Settings

Goal Seeking

- Understanding Goal Seeking
- Using Goal Seek

Solver

- Understanding How Solver Works
- Installing The Solver Add-In
- Setting Solver Parameters
- Adding Solver Constraints
- Performing The Solver Operation
- Running Solver Reports

Controls

- Understanding Types Of Controls
- Understanding How Controls Work
- Preparing A Worksheet For Controls
- Adding A Combo Box Control
- Changing Control Properties
- Using The Cell Link To Display The Selection
- Adding A List Box Control
- Adding A Scroll Bar Control
- Adding A Spin Button Control
- Adding Option Button Controls
- Adding A Group Box Control
- Adding A Check Box Control
- Protecting A Worksheet With Controls

Sharing Workbooks

- Sharing Workbooks Via The Network
- Sharing Workbooks Via SkyDrive
- Saving To SkyDrive
- Sharing Documents
- Opening Shared Workbooks
- Enabling Tracked Changes
- Accepting Or Rejecting Changes
- Disabling Tracked Changes
- Adding Worksheet Comments
- Navigating Worksheet Comments
- Editing Worksheet Comments
- Deleting Comments

Protecting Data

- Understanding Data Protection
- Providing Total Access To Cells
- Protecting A Worksheet

- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Providing Restricted Access To Cells
- Password Protecting A Workbook
- Opening A Password Protected Workbook
- Removing A Password From A Workbook

Recorded Macros

- Understanding Excel Macros
- Setting Macro Security
- Saving A Document As Macro Enabled
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro
- Editing A Macro
- 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

Recorder Workshop

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object



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