



INFOCUS COURSEWARE

Microsoft Excel 2013

Level 2 (with Challenge Exercises)



Product Code: INF1356

ISBN: 978-1-925121-97-1

❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 2 (with Challenge Exercises)** 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 the dozen or so most 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 (with Challenge Exercises) assumes the learner has the knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and copying is also important.

❖ Topic Sheets

227 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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- Modifying A Custom Fill List
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- Extracting Dates And Numbers
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- Practice Exercise Data

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- Creating Names From A Selection
- Scoping Names To A Worksheet



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Using The Name Manager
Documenting Defined Names
Practice Exercise
Practice Exercise Sample

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
Practice Exercise
Practice Exercise Sample

Conditional Formatting

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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
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Practice Exercise
Practice Exercise Sample

Goal Seeking

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Practice Exercise
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The Quick Analysis Tools

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Quick Formatting
Quick Charting

Quick Totals
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Quick Tables
Practice Exercise
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Worksheet Tables

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Working With Table Styles
Inserting Table Columns
Removing Table Columns
Converting A Table To A Range
Creating A Table From Data
Inserting Or Deleting Table Records
Removing Duplicates
Sorting Tables
Filtering Tables
Renaming A Table
Splitting A Table
Deleting A Table
Practice Exercise
Practice Exercise Workspace

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Recommended Pivot Tables
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Defining The PivotTable Structure
Filtering A PivotTable
Clearing A Report Filter
Switching PivotTable Fields
Formatting A PivotTable
Understanding Slicers
Creating Slicers
Inserting A Timeline Filter
Practice Exercise
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Adding A Chart Title
Adding Axes Titles
Repositioning The Legend
Showing Data Labels
Showing Gridlines
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Adding A Trendline
Adding Error Bars
Adding A Data Table
Practice Exercise
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Chart Object Formatting

Understanding Chart Formatting
Selecting Chart Objects
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Changing Column Colour Schemes
Changing The Colour Of A Series
Changing Line Chart Colours
Using Shape Effects
Colouring The Chart Background
Understanding The Format Pane
Using The Format Pane
Exploding Pie Slices
Changing Individual Bar Colours
Formatting Text
Formatting With WordArt
Changing WordArt Fill
Changing WordArt Effects
Practice Exercise
Practice Exercise Sample



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