



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 3 (with Challenge Exercises)



Product Code: INF1357

ISBN: 978-1-925121-98-8

### ❖ General Description

The skills and knowledge acquired in **Microsoft Excel 2013 - Level 3 (with Challenge Exercises)** 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 (with Challenge Exercises)** assumes some knowledge of the software as well as a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

196 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).



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



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 3 (with Challenge Exercises)



Product Code: INF1357

ISBN: 978-1-925121-98-8

*This information sheet was produced on Tuesday, May 13, 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](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 3 (with Challenge Exercises)



Product Code: INF1357

ISBN: 978-1-925121-98-8

## 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
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise
- Practice Exercise Sample

### Data Linking

- Understanding Data Linking
- Linking Between Worksheets
- Linking Between Workbooks

- Updating Links Between Workbooks
- Practice Exercise
- Practice Exercise Sample

### Grouping and Outlining

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

### Summarising and Subtotaling

- 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
- Practice Exercise
- Practice Exercise Sample

### Data Consolidation

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

### Data Tables

- Understanding Data Tables And What-If Models
- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table
- Practice Exercise
- Practice Exercise Sample

### Scenarios

- Understanding Scenarios
- Creating A Default Scenario
- Creating Scenarios

- Using Names In Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios
- Practice Exercise
- Practice Exercise Sample

### PivotCharts

- Inserting A PivotChart
- Defining The PivotChart Structure
- Changing The PivotChart Type
- Using The PivotChart Filter Field Buttons
- Moving PivotCharts To Chart Sheets
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise
- Practice Exercise Sample

### 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
- Practice Exercise



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



INFOCUS COURSEWARE

# Microsoft Excel 2013

## Level 3 (with Challenge Exercises)



Product Code: INF1357

ISBN: 978-1-925121-98-8

Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Sample

### Information Functions

Understanding Information Functions  
Using The CELL Function  
Using The ISBLANK Function  
Using The ISERR Function  
Using The ISODD And ISEVEN Functions  
Using The ISNUMBER And ISTEXT Functions  
Using The TYPE Function  
Practice Exercise  
Practice Exercise Sample

### Text Functions

Understanding Text Functions  
Using The PROPER Function  
Using The UPPER And LOWER Functions  
Using The CONCATENATE Function  
Using The LEFT And RIGHT Functions  
Using The MID Function  
Using The LEN Function  
Using The SUBSTITUTE Function  
Using The T Function  
Using The TEXT Function  
Using The VALUE Function  
Practice Exercise  
Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Sample

### Sharing Workbooks

Sharing Workbooks Via The Network  
Sharing Workbooks Via OneDrive  
Saving To OneDrive  
Sharing Workbooks  
Opening Shared Workbooks  
Enabling Tracked Changes  
Accepting Or Rejecting Changes  
Disabling Tracked Changes  
Adding Worksheet Comments  
Navigating Worksheet Comments  
Editing Worksheet Comments  
Deleting Comments  
Practice Exercise  
Practice Exercise Sample

### 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  
Practice Exercise  
Practice Exercise Sample



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