This is a beginner’s course and aims to give the new spreadsheet user a thorough grounding in the basics of creating and working with spreadsheets using Microsoft Excel 2013. Particular emphasis is placed on developing accurate and well-designed spreadsheets employing sound design and documentation principles.

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

- navigate your way around Microsoft Excel 2013
- create and work with a new workbook
- open and navigate within workbooks and worksheets
- understand and work with ranges in a worksheet
- understand, create and work with formulas and functions used to perform calculations
- use font formatting techniques to greatly enhance the look of a worksheet
- alter the layout of a worksheet
- sort and filter data in a worksheet
- print your workbook data
- create effective charts in Microsoft Excel
- obtain help for Excel whenever you need it
- understand points to consider to avoid problems in your worksheets

This course assumes little or no knowledge of spreadsheets or Microsoft Excel 2013. However, it would be beneficial to have a general understanding of personal computers and the operating system environment, especially in regard to working with files and folders.

210 topics

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.

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

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.appliededucation.edu.au

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IN FOCUS COURSEWARE

Microsoft Excel 2013
Level 1 (with Challenge Exercises)

Product Code: INF1355

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A Guide to Brilliant Spreadsheets
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