## 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 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

244 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.appliededucation.edu.au

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Microsoft Excel 2013
Level 2 (with Challenge Exercises)

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- Renaming a Worksheet
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- Pasting Defined Names Into Formulas
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Microsoft Excel 2013
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INFOCUS COURSEWARE

Product Code: INF1356

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

Number Formatting Techniques
- Applying Alternate Currencies
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Practice Exercise
Practice Exercise Sample

Worksheet Tables
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- Working With Table Styles
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- Converting a Table to a Range
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Practice Exercise Sample

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