

MICROSOFT OFFICE EXCEL 2003 ADVANCED

COURSE AIMS

This course is aimed at experienced users of Microsoft Office Excel who wish to extend their knowledge to the more advanced features of the package.

On completion of the course the user should be able to confidently do the following:

- Use the Paste Function to enter and understand any Excel function.
- Manage and analyse worksheet and external databases.
- Build and print scenarios of worksheet models.
- Solve a variety of complex problems using analytical tools.

COURSE CONTENT

Review of Introductory Features

Workbooks

Multiple sheets
File linking
Workspaces

Functions

Paste Function
Lookup and reference
Maths
Date and time
Text

Auditing

Auditing Toolbar

Number Formats

Custom Number Formatting
Conditional Number Formatting

Templates

Workbook, Sheet and Chart

Scenarios

Scenario Manager
Reports

NOTES

Users wishing to attend this course should have attended an Excel Introduction course, or have at least a similar level of knowledge and experience.

Ability also offer an Excel Visual Basic for Applications course.

Data Management

Sorting, Filtering and Subtotals
Data Consolidation
Grouping and Outlining

PivotTable and PivotChart Reports

Creating a PivotTable Report
Creating a PivotChart Report
Calculated Fields
External data - Microsoft Query

Charting

Adding and Deleting Data
Trend lines
Changing Chart and Worksheet Values

Problem solving

Goal seek
Solver

Web Tools

Introduction to Macros

Recording a Macro
Running a Macro

ability software consultants