



MS Excel 2003 Advanced

A One Day Training Course

Course Aims:

This course is designed to advance users' knowledge of the features and functions within Excel 2003 and realise the advantages of using a powerful electronic spreadsheet. The course is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets, enhancing them with charts and graphics and using more advanced formulae.

Course Outline:

Linking Workbooks And Worksheets

- Linking Worksheets
- File Consolidation

Databases

- Creating A Database Manually
- Creating Database By Using A Data Form
- Querying A Database
- Autofilters
- Advanced Filters
- Sorting Excel Databases
- Sorting By Using The Toolbar
- Sorting On Multilevel:
- Tools For Manipulating Data In An Excel List Or Database

Analysis Tools

- Pivot Tables
- Subtotals
- Inserting Subtotals Into A List
- Ways To Forecast Values With What-If Analysis
- Scenario Manager
- Goal Seeker
- Compare Workbooks

Reports

- Creating Custom Views And Using Report Manager
- Combine Views And Scenarios Into A Printed Report

Importing And Exporting Data

- Paste And Paste Linking
- Creating A Hyperlink From Cell Text
- Using the Import Data option

Macros

- Recording and Running A Macro
- Assigning Macros To Buttons And Objects
- Assigning A Macro To A Button On A Sheet
- Alter The Text Or Appearance Of The Button
- Assigning A Macro To A Draw Object On A Sheet
- Assigning A Macro To A Button On The Toolbar
- Customising A Toolbar
- Add A Button The The Toolbar
- Creating A Toolbar
- Button Image Editor
- Changing A Buttons' Screenshot

Assumed Knowledge:

It is essential that the delegate has successfully completed the MS Excel 2003 Intermediate course or has gained similar knowledge within the working environment.