

Microsoft Excel 2003 Advanced – Duration 1 day

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be experienced with the topics covered in both the Excel Introduction and Excel intermediate Courses.

Aim: By the end of this course you will be able to create an advanced Spreadsheet using all features available in Excel with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Customising
- Advanced Formula Construction
- Pivot Tables
- Multiple Worksheets
- Consolidating and Analysing Data
- Protection and Display options
- Macros
- Interactive Web Documents

Course Outline:**Customising the Work Area**

- Working with Built-In Toolbars
- Using Custom Toolbars
- Creating and Using Styles
- Using Templates

Advanced Formula Construction

- Using Names
- Using the IF Function
- Using the VLOOKUP Function
- Using IS Functions and the Auditing Features

Using Pivot Tables

- Creating Pivot Tables
- Modifying Pivot Tables
- Grouping and Summarising Data in a Pivot Table
- Creating Interactive Pivot Tables for the Web

Working with Multiple Worksheets

- Working with Workbooks
- Linking Cells in Different Workbooks
- Workbook versus Links and Workspaces
- Sharing and Merging Workbooks

Consolidating and Analysing Data

- Consolidating Data from more than One Worksheet
- Using the Goal Seek and Solver Utilities
- Using Scenario Manager to View a Worksheet with different Input Values

Using Protection and Display Options

- Using Comments
- Protecting Workbooks
- Using Custom Views

Macros

- Running Macros
- Recording a Macro
- Viewing and Editing VBA Code

Working with Interactive Excel Web Documents

- Saving Excel Worksheets as Web Documents
- Spreadsheet Web Components