MS Excel 2003 Advanced

WALL TO WALL
COMPUTER SERVICES

Duration: **2 Days** Course Code: **I-B063**

This Two day workshop has been designed to show the power of advanced features and illustrate the potential of Excel 2003.

Learning Outcomes

By the end of this course students will be able to use Pivot Tables and Pivot Chart Reports, Calculate cell values using Advanced Functions, Use Macros and other time saving features, Import and Export data across networks & the Internet.

Prerequisites

This course is designed for students with an excellent knowledge of Excel fundamentals. It is assumed you are comfortable with functions, formulas, absolute cell references and have had some previous training or very good "in-the-field" skills. Basic computer awareness, keyboard and mouse skills are essential.

Review

- A review of prerequisite knowledge for this course

Using Pivot Tables

- Reporting on Lists using Pivot Tables and Pivot Charts
- Creating Pivot Tables
- Editing Pivot Tables
- The Pivot Table Toolbar
- Creating a Pivot Chart
- Editing Pivot Charts
- Formatting Pivot Table Reports

Advanced Functions

- IF
- SUMIF
- COUNTIF
- AND
- OR
- ISBLANK
- ISERROR
- VLOOKUP
- HLOOKUP
- MATCH
- ISTEXT

Names, Views, Scenarios & Reports

- Creating and using Names
- Storing sets of data as scenarios
- Storing data displays using views
- Using Report Manager to print scenarios and views

Using Macro's

- Recording and Running a Macro
- The Visual Basic Editor
- Attaching Macro's to Buttons, Toolbars and Menus

"What If" Analysis

- Goal Seeker
- The Solver
- Data Tables

MS Query and Importing Text

- Extracting data using MS Query
- The Query Window
- Importing data from Text Files

Data Maps

- Creating & Modifying data
- Using data Maps

Importing & Exporting Data

- File Format converters supplied with Excel
- Converting an Excel List to an Access Database

Workgroup Tools

- Resolving Conflicting Changes
- Merging changes from a Shared Workbook
- Limitations in Shared Workbooks

Excel and the Web

- Save Workbooks and Workbook items as Web Pages
- Previewing your Web Page
- Editing Web Pages
- Editing Fields in a Pivot Table using a Web Browser
- Web Queries