

Microsoft Excel 2003 Advanced

Overview

The skills and knowledge acquired in Microsoft Excel 2003 Advanced are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Excel 2003 Advanced is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Excel 2003 Advanced assumes the delegate has attended the Excel 2003 Fundamentals and Excel Intermediate courses or has equivalent knowledge.

Objectives

At the completion of Microsoft Excel 2003 Advanced you should be able to:

- use names and labels
- use a wide range of paste special options
- use a variety of Financial functions
- create, use and modify data tables
- use advanced filters to analyse data in a list
- summarise data using subtotals and relative range naming
- use data forms to manage data in a list
- use the statistical functions in Excel
- use goal seeking to determine the values required to reach a desired result
- use Solver to resolve complex optimisation problems
- create and work with scenarios and the Scenario Manager
- import data into and export data from workbooks
- create, modify and work with PivotTables
- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- confidently open workbooks that contain macros
- create and use a range of controls in a worksheet
- publish workbooks and worksheets for the web

Course Duration is 1 Day

Course Code: X5M3

Topics

Labels and Names

- Labels And Names Explained
- Accepting Labels In Formulas
- Using Text Labels
- Creating Labels
- Creating Names Using The Name Box
- Using Names To Select Cells
- Using Names In Formulas
- Creating Names Between Workbooks
- Creating Names For Constants
- Creating A List Of Names
- Changing The Range For Names
- Deleting Names

Paste Special

- The Paste Special Options
- Copy Formulas
- Copy Formats
- Copy Validation Settings
- Copy Column Widths
- Copy Values
- Copy Comments
- Add Values
- Multiply Values
- Transpose Cells

Financial Functions

- Financial Functions Listing
- Regular Payments With PMT
- Calculating Future Values With FV
- Net Present Value With NPV
- Present Value With PV
- The Interest Rate With RATE

Data Tables

- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table

Advanced Filters

- Advanced Filter Concepts
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria
- Using Database Functions
- The Database Functions
- Using The DSUM Function
- Using The DMIN Function
- Using The DMAX Function
- Using The DCOUNT Function

Summarising Data

- Creating Subtotals
- Using A Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Using The Conditional Sum Wizard
- Creating Relative Names For Subtotals

- Using Relative Names For Subtotals

Data Forms

- Displaying A Data Form
- Viewing Records By Criteria
- Editing Records
- Adding A New Record
- Deleting Records

Statistical Functions

- Statistical Functions Listing
- Status Bar Statistics
- Basic Statistical Functions
- Counting Cells
- Using MODE & MEDIAN
- Calculating Standard Deviation
- Conditional Counting

Goal Seeking

- Goal Seek Components
- Using Goal Seek

Solver

- Installing Solver
- Solver Theory
- Using Solver and Solver Reports
- Restricting Answers Using Solver Options

Scenarios

- Creating A Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

Importing & Exporting

- Importing From Another Spreadsheet Program
- Text File Formats
- Importing Tab-Delimited Text
- Exporting To Microsoft Word
- Linking Data Into A Word Processing Document
- Exporting Data As Text
- Importing Comma-Delimited Text
- Importing Space-Delimited Text
- Importing An Object Into A Worksheet
- Formatting An Imported Object

PivotTables

- PivotTable Theory
- Creating A Simple PivotTable
- Adding Row Fields To A PivotTable
- Using The Page Field In A PivotTable
- Filtering Row And Column Values
- Formatting A PivotTable
- Counting With PivotTables
- PivotTable Summary and Display Options
- Show Data As Percentages In PivotTables

- Calculated Fields In PivotTables
- Calculated Items In PivotTables
- Creating A PivotChart
- Modifying A PivotChart Via The PivotTable
- Refreshing A PivotTable

Recorded Macros

- Setting Macro Security Levels
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro Module
- Modifying A Recorded Macro
- Assigning A Macro To A Toolbar Button
- Running A Macro From A Custom Button
- Removing A Custom Button From The Toolbar

Recorder Workshop

- Preparing Data For An Application
- Recording A Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object

Macro Virus Control

- Opening Workbooks With Macros
- Setting Macro Security Levels
- Trusting Publishers
- Creating A Digital Signature
- Removing A Trusted Publisher

Controls

- Control Types
- How Controls Work
- Preparing A Worksheet For Controls
- Adding A Combo Box Control
- Changing Control Properties
- Using The Cell Link To Display The Selection
- Adding A List Box Control
- Adding A Scroll Bar Control
- Adding A Spinner Control
- Adding Option Button Controls
- Adding A Group Box Control
- Adding A Check Box Control
- Protecting A Workbook With Controls

Excel On The Web

- Previewing Workbooks As Web Pages
- Publishing A Static Worksheet
- Adding To An Existing Web Page
- Publishing An Interactive Web Page