

Microsoft Office Excel 2003 Expert

Designed for: Those familiar with using Microsoft Excel to an intermediate level who now wish to learn advanced features

Prerequisites: Working knowledge of the Excel 2003 program, ideally having completed the first Microsoft Office Excel 2003 course

Objectives: To learn Excel 2003 to Microsoft Office Expert level

Course Content

- Lesson One – Including: Creating a template, using an existing template, editing a template, creating custom views, deleting custom views, consolidating data, creating a workspace file, using workspace files, creating and modifying custom number formats, using conditional formatting, deleting conditional formatting
- Lesson Two – Including: Printing grouped worksheets and multiple workbooks, naming and modifying cell ranges, moving a named range, using range names to locate data, deleting a named range, using range names in calculations, formatting and resizing graphics, formatting charts and diagrams, finding trends in data
- Lesson Three – Including: Setting security levels for macros, creating macros, running macros, editing a macro, creating a toolbar and menu to hold macros, deleting macros, deleting a toolbar button, deleting a custom toolbar and menu
- Lesson Four – Including: Applying data validation rules, adding input messages and error alerts, locating invalid data, tracing precedents and dependents, tracing errors, evaluating formulas, using the watch window, using AutoFilter and Advanced Filter, using a data form
- Lesson Five – Including: Compiling subtotals and consolidations, summarising data using outlining tools, using the database functions DSUM and DAVERAGE, using the Query Wizard with an external data source, analysing data using pivot tables, creating a pivot table chart, creating a pivot table from external data
- Lesson Six – Including: Using data analysis to calculate rank and percentile, solving a problem using goal seek, using solver to calculate a quotation, creating What-If Analyses using the scenario manager
- Lesson Seven – Including: Protecting worksheets and workbooks, applying and removing passwords, sharing a workbook, merging workbooks, understanding workbook history, track changes, accept or reject changes, using digital signatures
- Lesson Eight – Including: Inserting an embedded object, inserting a linked object, retrieving data from the web, saving as a web page, publishing worksheets, editing a web page and republish, saving an Excel workbook as an XML document, mapping data in a workbook, importing an XML document into an existing mapping

Benefits

- Know how to use Excel 2003 to an expert level
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training certificate
- The opportunity to gain an OCR CLAiT Advanced unit certificate and a Microsoft Office Specialist certificate at Expert level

Course duration: 18 hours

What next: Access 2003, Outlook 2003