

Microsoft Office Excel 2003 (Advanced)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Excel 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building and formatting simple workbooks.

Prerequisites: This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, create formulas and use functions, and perform simple formatting of the data.

Products Covered:
Microsoft Office Excel 2003

Course Description

This one day, instructor-led course covers aspects of Microsoft Excel beyond building basic workbooks and deals with Pivot Tables and macros. It includes areas such as what if analysis, importing from the internet, and automating workbook operations using macros.

Objectives

At the completion of this courseware participants will be able to:

- create, modify and work with PivotTables
- use linking to create more efficient workbooks
- share workbooks and worksheets for the web
- confidently open workbooks that contain macros
- create coded macros in Excel
- protect your workbook

Topics Covered

Outlining and Grouping your Data

Using automatic outlining
Displaying and collapsing levels
Grouping data manually
Creating subtotals

PivotTables

Creating a pivottable frame
Specifying data in a pivottable
Rearranging pivottable data

More on PivotTables

Modifying PivotTable calculations
Formatting a PivotTable
Refreshing a PivotTable
Charting a PivotTable
Creating a PivotTable based on data from an External database

Exploring Scenarios

Creating a scenario
Creating a scenario summary report
Saving multiple scenarios

What if Analysis

Using a one and two input data table
Using goal seek
Using solver

Excel and Hyperlinks

Hyperlinks and the internet
Inserting hyperlinks
Modifying hyperlinks
Using the web toolbar
Browsing hyperlinks in excel

Excel Workbooks as Web Pages

Interactive and non-interactive web pages
Saving a workbook as a web page
Saving a worksheet as a web page
Saving a chart as a web page
Saving a range as a web page

Getting Data from the Internet

Importing from an external data source
Creating a web query
Saving a web query
Refreshing a web query

Creating and Using Shared Workbooks

Sharing a workbook
Requesting reviews
Reviewing a workbook
Tracking changes
Merging and revising a shared workbook

Visual Basic and Macros

Adding code to your macro
Adding comments to vba code
Declaring variables
Prompting for user input
Iteration over a range
Using if then else statements

Advanced File Management

Identifying file properties
Searching for files
Protecting personal information
Creating back up files
Changing auto-recovery settings

Excel Security

Digital signatures
Macro security
Protecting your workbook with a password

Custom and Advanced Features in Excel

Customizing Excel by changing options
Using custom autofill lists
What is text to speech?
Using detect and repair