

## LEARNING OUTCOMES

By the end of this course participants will be able to:

- \* Use Pivot Tables and Pivot Chart reports
- \* Calculate cell values using functions
- \* Use macros and other time-saving features
- \* Import and export data between applications and across networks and the Internet

## PREREQUISITES

This course assumes that you have a basic understanding of Windows 95, 98, ME, NT, 2000 or XP

Additionally, participants should have an understanding of concepts covered in the Excel 2003 Introductory and Intermediate courses. These include creating workbooks and templates, constructing formulae, using functions such as AutoFill and AutoSum, formatting worksheets, displaying data in charts and working with lists.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### FORMULAS AND FUNCTIONS

- \* Entering Formulas
- \* Absolute and Relative Referencing
- \* Entering Functions
- \* Using Named Cells And Ranges In Formulas
- \* Using The Series Command
- \* Using The Insert Function Wizard
- \* Using The Excel Function Categories
- \* Correcting Formulas
- \* Using The Formula Error Checker
- \* Using The Formula Auditing Toolbar
- \* Using The Watch Window

### ANALYSING DATA

- \* What-If Analysis
- \* Goal Seek
- \* Data Tables
- \* Scenario Manager
- \* Solver
- \* Using Pivot Tables

### IMPORTING DATA

- \* Importing Data From External Sources
- \* Importing Text Files
- \* Using Microsoft Query
- \* Querying Data From The Web
- \* Refreshing Data

### LINKING TO OTHER APPLICATIONS

- \* Converting files from other applications
- \* Copying data from another application
- \* Embedding and linking objects
- \* Hyperlinks
- \* Managing links

### TEMPLATES AND STYLES

- \* Working With Templates
- \* Working With Styles

### MACROS AND CUSTOM CONTROLS

- \* Working With Macros
- \* Running Macros
- \* Adding Custom Controls

### SECURITY AND PROOFING

- \* Security Features
- \* Protecting Excel Files
- \* Worksheet Protection
- \* Working With Digital Signatures
- \* Checking Spelling
- \* Using Data Validation
- \* Using Text To Speech
- \* Documentation

### CUSTOMISING EXCEL 2003

- \* Configuring Excel 2003 Options
- \* Customising The Excel Environment
- \* Working With Workspaces

### COLLABORATION AND CONSOLIDATION

- \* Sharing Workbooks
- \* Sending Workbooks
- \* Consolidation