

Excel 2003

Advanced

Course Description

This course is designed for people who have a good working knowledge of Excel, and who want to wish to use the advanced features of Excel. By the completion of this course, participants will have a broad knowledge of Excel.

Auditing Tools & Errors

- Overview of Auditing Tools
- Tracer Arrows
- Dependent and Precedent Arrows
- Removing Tracer Arrows
- Tracing Cells Causing Errors
- Understanding Error Messages
- Overcoming Error Messages

Advanced Functions

- Nested IF Functions
- AND, OR functions Using an AND Condition with IF
- Lookup Functions
VLOOKUP Function
HLOOKUP Function
Match
Index
- String Functions
- Round Function
- Array formulas
Calculate multiple results
Rules Regarding Arrays
Creating Complex Formulas

Using a Database/Lists

- Creating a Database List
- Adding/Removing Records
- Adding / Removing Fields
- Sorting Records by Multiple Fields
- Performing a Custom Sort
- Editing a Custom Sort Order
- Deleting a Custom Sort Order
- Sorting from Left to Right
- Using a Data Form
- Editing Data Form Records
- Defining Criteria with a Form
- Deleting Records through the Data Form
- Creating Subtotals in a List
- Removing Subtotals from a List

Advanced Filter

- Creating a Criteria
- Using a Criteria
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Extracting Filtered Records
- Using Database Functions

Scenario & Goal Seek

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary
- Report
- Using Goal Seek

Problem Solving

- Using Solver to find solutions to spreadsheet problems
- Savings a Solver Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Using Scenarios to View Solutions

Consolidating Worksheets

- Overview of Consolidating data
Consolidating by Position
Consolidating by Category

Working with Views

- Using Views
- Creating a Custom View
- Displaying a View
- Editing a View
- Deleting a View

Report Manager

- Working with the Report Manager
- Using Sheets in a Report
- Printing a Report
- Using Scenarios and Views in a Report

Duration:

2-Day

Audience:

The course has been designed for experienced users of Excel who wish to used the advanced features of Excel

Pre-requisites:

Participants must be confident users of Excel who are able to create and manage multiple sheet workbooks.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support

Creating A Pivot Table Report

- Creating a PivotTable
- Adding PivotTable Report Fields
Row fields, column fields, page fields
And data fields
- Refreshing A PivotTable Report
- Editing PivotTable Data
Inserting Data Into The Source
- Range
 - Changing The Summary Function
 - Moving Pivottable Report Fields
 - Hiding And Unhiding Items
 - Deleting Pivottable Report Fields
 - Renaming a Field
- Pivot Table Options
- Adding Multiple Data Fields
- PivotTable Detail
 - Hiding And Showing Row Details
 - Hiding/Showing Column Details
 - Displaying Data Details
- Custom Calculations In Pivot Tables
 - Creating A Custom Calculation
 - Changing A Custom Calculation
 - Creating A Calculated Field
 - Creating A Calculated Item
- Grouping Items
 - Hiding/Showing Group Details
 - Ungrouping Items
 - Grouping By Dates
 - Grouping By Number
- Sorting A Pivot Table
 - Using The AutoSort Feature
 - Using The AutoShow Feature
- Creating PivotCharts
Modifying The Chart
- Creating Interactive PivotTables – Web
- Adding Fields To A PivotTable - Browser
- Multiple Ranges In A Pivot Table

Macros

- Defining Macros
- Recording A Macro
- Running A Macro
- Personal Workbook
- Viewing The Macro Code
Visual Basic Editor
- Understanding Your Code
Running Code In VBA
- Environment
 - Testing a macro
 - Recording a Relative Record
 - Debugging a Macro
 - Setting A Breakpoint
 - Clearing A Breakpoint
 - Entering Macro Comments
 - Correcting Errors
 - Assigning A Macro To A Menu
Adding A New Menu To The
- Menu Bar
 - Creating Sub Menu
 - Deleting A Macro From A Menu
 - Assigning A Macro To An Object
 - Creating A Macro Button
 - Copying Macro Buttons
 - Selecting A Macro Button
 - Formatting Macro Buttons
 - Aligning Buttons
- On-Line Forms**
 - On-Line Or Paper Based Forms
 - Creating A Form
 - Adding Controls
 - Selecting Controls
 - Moving A Control
 - Adding Data To Controls
 - Setting Up For On-Line Use