

Excel 2003

Intermediate

Course Description

This course is designed for people who have a basic knowledge of Excel, and who want to increase their knowledge of the practical uses of Excel. By the completion of this course, participants will have a thorough knowledge of Excel.

Absolute References

- Relative & Absolute Cell Referencing
- Absolute Formulas

Charts

- Creating a Chart
- Chart Types and Components
- Resizing and Moving a Chart
- Adding / Deleting a Chart Sheet
- Editing Chart
- Chart Type and Sub-type
- Changing the Data Source
- Changing the Chart Title
- Formatting Chart Objects
- Data Series
- Changing/Deleting a Series Order
- Labels and Titles
- Keys and Legends
- Printing Charts

Working with Large Worksheets

- Changing the Magnification
- Full Screen View
- Splitting the Window
- Freeze/Unfreeze Panes

Range Names

- Working with Range Names
- Navigating Named Ranges
- Assigning Names
- Range Names in Formulas
- Applying / Deleting Range Names
- Display a List of Names

Working with Outline

- Expand and Collapse an Outline
- Ungroup rows/columns in an outline
- Clearing an Outline

Paste Special

- Working with Paste Special
- Copy Formats between Worksheets
- Copy Formulas / Values between Worksheets
- Mathematical Operations
- Transposing Data
- Copy Ranges with Hidden Data
- Copy Visible Cells only

Multiple Worksheets

- Using Multiple Worksheets
- Navigating between Worksheets
- Insert and deleting Worksheets
- Select Multiple Worksheets
- Select /De-select multiple sheets
- Ungrouping Sheets
- Move & Copy Worksheets
- Print Selected Worksheets
- Copy Data between Worksheets
- Delete data from Grouped Worksheets
- 3-D Formulas
- Functions in a 3-D Range
- 3-D Range Names
- 3-D Range Names in Formulas

Natural Language Formulas

- Labels in Formulas
- Placement of Natural Language Formulas
- Multiple Stacked Headings
- Referring to Individual Cells

Drawing Objects

- Working with Drawing Objects
- Selecting and Moving Objects
- Drawing and formatting Lines and Arrows
- Edit / Remove the Fill Colour of solid objects
- Adding Text to an Object
- Deleting an Object
- 3-D Effect and Shadow Effects
- Adding Pictures to a worksheet

Continued over the page...

Duration:

2-Day

Audience:

The course has been designed for users of Excel who have a basic knowledge of Excel.

Pre-requisites:

Participants must have basic knowledge of entering data, formatting and simple formulas.

Inclusions:

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

Functions

- Mathematical Functions
- Pi, TRUNC, INT, RAND, SQRT functions
- Date and Time Functions
- Statistical Functions
- Count and CountA functions
- Financial Functions
- Logical Functions
- IF, CountIF, SumIf Functions

Linking

- Linking Data
- Using the Copy & Paste Method
- Entering a Linking Formula
- Managing Links
- Updating Links
- Removing Links
- Creating Hyperlinks

Proofing

- Find and Replace Data
- Spell Checking Your Workbook
- AutoCorrect

Advanced Formatting

- Conditional formatting
- Copying Conditional Formatting
- Formatting Cells & Background
- Patterns with Colour
- Adding a Background
- Using Styles
- Applying an Existing Style
- Creating/Modifying a Style
- Deleting a Style
- Copy a Style to another Workbook

Data Validation

- Data Validation
- Restrict Cell Entries to Data List

Working with Lists

- Data Lists
- Using an AutoFilter
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Clearing an AutoFilter
- Sorting Data
- Using Multiple Sort Keys

Worksheet Protection

- Cell Protection
- Using Passwords
- Unprotecting a Worksheet

Comments

- Creating Comments
- Viewing /Editing a Comment
- Printing Comments

Templates

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Deleting a Template
- Creating Default Templates

Sharing Workbooks

- Routing a Document
- Shared Workbooks
- Identifying Users
- Saving Changes
- Tips on Shared Files
- Resolving Conflicts
- Review Options
- Keeping a History
- Viewing the History

On Line Forms (Optional)

- Worksheet Forms
- Creating a Form
- Adding Controls
- Selecting and moving Controls
- Adding Data to Controls
- Setting up for on-line use