



Advanced Excel 2003/2007

Course Outline

Duration: 2 Days

Revision

Calculations Across Sheets using Functions
Creating and managing named ranges

Functions

Logical
Lookup and Reference
Date and Time
Maths and Trigonometry
Text functions
Nesting functions

Working with Lists

Using Advanced Filter
Creating a Custom Sort Order
Using Subtotals in lists
Creating and editing Pivot Tables and Pivot
Chart Reports

Data Validation

Validation Techniques
Testing Data Validation
Creating Input Messages
Creating Error Alerts
Copying Data Validation Settings

Advanced Formatting

Using Go To Special...
Selecting and formatting data
Using the Format Painter
Conditional formatting

Data Consolidation

What is Data Consolidation?
Consolidating worksheet data

Object Linking and Embedding

Establishing links between workbooks
Linking Excel data to a Word document

Analysis tools

Using Goal Seek
Creating a Default Scenario
Creating other Scenarios
Using Names in Scenarios
Displaying Scenarios
Creating a Scenario Report

Templates

Creating a Template
Editing the Template

Protecting and Hiding Data

Assigning a password to a file
Hide Columns/Rows/Sheets
Cell Protection and Passwords
Protecting Sheets/Workbooks

Excel On The Web

Saving a Workbook as HTML
Previewing Workbooks As Web
Pages
Publishing An Interactive Web
Page

Data Tables

Using a Simple What-If Model
Creating and Using a One Variable Table
Creating and Using a Two-Variable Table

Macros

What is a Macro?
Macro Security
Global vs Workbook Specific Macros
Planning, recording and testing Macros
Editing Macros
Assigning Macros to New Menus and Objects

Using Shortcut Keystrokes