

## Microsoft Excel 2002

Course Level : Intermediate

Course Duration : 2 Days

Prerequisites : Attendance on Introduction Course or equivalent experience

### ▼ Course Content

- Course Objectives
- Revision Exercise
- Absolute Cell References
- Naming Ranges
- Database Management
  - Totalling
  - Filtering
- Using Data Form
  - Entering data
  - Finding records
  - Deleting records
- Using Subtotals
- Using Outlines
  - What is an Outline?
  - Setting an Outline
  - Clearing an Outline
  - Subtotals
- Using PivotTables
  - What is PivotTable?
  - Creating a PivotTable Report
  - Working with the PivotTable
  - Creating a PivotTable report with Chart
  - Direct layout of PivotTable reports and Charts
  - AutoFormat the PivotTable
  - Display/ hide items in a PivotTable Report
- Logical and Conditional Commands
  - True or False Condition
  - IF Function
  - Conditional Formatting
- Lookup Functions
  - What is a Lookup?
  - VLOOKUP
  - HLOOKUP



- Data Validation Methods
  - Specifying valid entries
  - Copy Data restrictions to other cells
- Linking Spreadsheets
  - Workbooks
  - Entering Formulas
  - Sheet Manipulation
  - Paste Special
  - Data Consolidate

- Text Manipulation Functions
  - LEFT()
  - RIGHT()
  - MID()
  - Concatenate (&)
- Drawing Boarders
- Hiding & Redisplaying Data
- Date Functions
- View Options
- Excel2000 and the other Applications
  - Conversion
  - Cut, Copy & Paste
  - Paste Special & Options
  - OLE
  - Linking Data
- Task Paines
  - New Document Task Paine
  - Search Task Paine
  - Clipboard Task Paine
  - Insert Clipart Task Paine
- Recovery
  - Application Recovery
  - Document Recovery
  - Error Reporting
  - Auto Recovery
- Extended Autosum
  - Average, Count, Min, Max
  - Saerching For A Function
- Workshop
- Smart Tags
- Coloured Sheet Tabs