

Microsoft Excel 2003

Course Level : Advanced

Course Duration : 1 days

Prerequisites : Attendance on Intermediate course or equivalent experience



▼ Course Content

○ Course Objectives

○ Revision Exercise

○ Using Forms

- Option Buttons
- Text Boxes
- Drop Down Text Boxes
- Check Boxes
- Properties

○ Using Macros

- What is a macro?
- Recording a macro
- Editing a macro
- Running a macro
- Assigning macros to menus
- Assigning macros to toolbars
- Assigning macros to buttons
- Creating Macro Buttons
- Assigning a Macro to a Macro button

○ Creating Customised Menus

- Sub menus
- Using the ampersand (&)

○ Goal Seek

○ The Solver

- What is the Solver?
- Solving a problem
- Solver Reports

○ The Scenario Manager

- What is the Scenario Manager?
- Creating Scenarios
- Using Scenarios

○ Further Work with Charts

- Using pictures
- Drop down lines

○ Styles

- What is a Style?
- Creating Styles
- Using styles from other sheets

○ Creating Templates

○ Creating Autotemplates

○ Importing data

○ What If Tables

○ Customising Excel

○ Creating Pivot tables

- What is a Pivot Table?
- The Pivot Table wizard
- Editing a Pivot Table
- The Toolbar

○ Tool Tips

- Narrow Column
- Function Argument

○ Charts

- Data labels
- Web Components

○ Web

- Queries
- Option Compatability
- Auto Republish

○ Formula

- Auditing
- Evaluator
- Range Finder

○ Security and Proofing

- Document Password Encryption

○ Workshop

○ Compare & Merge

○ Watch Window