

ONE DAY COURSE OUTLINE

EXCEL 2002/2003 ADVANCE

Course Ref: INF410

Prerequisites: This course is designed for current Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, create formulas and use functions, and perform formatting of the data.

Review of Intermediate Concepts	<ul style="list-style-type: none"> Overview of topics covered in the Intermediate course
Protection	<ul style="list-style-type: none"> Protect cells in a workbook
Nesting Functions	<ul style="list-style-type: none"> Develop nested functions Examples of nested functions
Working with Multiple Sheets	<ul style="list-style-type: none"> Grouping sheets for editing Linking data from multiple sheets Create three dimensional formulae Manage multiple sheets with data consolidation
Data Analysis	<ul style="list-style-type: none"> Use conditional formatting and data validation Concepts of advanced Filters Grouping and summarising data using subtotals Use Pivot Tables for data extraction and evaluation Utilise tools such as Goal Seek, Data Tables and Scenarios
Excel Automation	<ul style="list-style-type: none"> Introduction to Excel Macros Create and edit simple Macros Assign Macros to buttons, toolbars and other objects