

ONE DAY COURSE OUTLINE

EXCEL 2002/2003 INTERMEDIATE

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, enter simple formulas and chart data.

Viewing Worksheets	<ul style="list-style-type: none"> Freezing and hiding columns and rows Splitting windows
Absolute Referencing	<ul style="list-style-type: none"> Absolute and relative referencing in formulas Circular references
Filling a Series	<ul style="list-style-type: none"> Fill options Creating a custom series
Naming Ranges	<ul style="list-style-type: none"> Reasons for naming ranges Using named ranges in formulas Managing named ranges
Logical Functions	<ul style="list-style-type: none"> Use the IF, AND and OR functions
Lookup Functions	<ul style="list-style-type: none"> Use VLOOKUP, HLOOKUP and CHOOSE functions
Sorting Data	<ul style="list-style-type: none"> Perform simple and complex sorting
AutoFilter	<ul style="list-style-type: none"> Apply and use AutoFilter Create custom filters