

Excel 2003 Advanced Course Content

Delegates undertaking this course must be conversant with Excel, its general functionality and terminology. Regular use and creation of formulae and the use of basic Functions is a prerequisite.

Customising Excel

Templates
Conditional formatting
Customising views

Functions

Conditional IF, AND & OR
Conditional statistics
Lookup functions

Macros

Macro development
Recording and running a macro
Assigning a macro to a toolbar or menu bar
Deleting macros

Data Analysis

Introduction
Goal Seek
Solver

Practical

Scenario Manager

Creating a Scenario
Editing scenarios
Summaries

PivotTables

Introduction
Creating a PivotTable
The PivotTable toolbar
Editing a PivotTable
Using the PivotTable Wizard
Creating a chart from a PivotTable

Charts

Saving and copying chart formats
Applying User-defined formats
Using graphics in Data Series
Combination charts