



Central IT Training

Excel 2003 Advanced

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of Excel and enable you to work more efficiently within the application.

Minimum Requirements

Delegates should have a good knowledge of Excel to Intermediate level.

Course Contents

Macros

- Recording a Macro
- Running a Macro
- Assigning Macros to Toolbars
- Assigning Macros to Menus
- Customising Buttons and Menus
- Keyboard Shortcuts for Macros
- Macros with AutoShapes
- The Personal Macro Workbook
- Editing Macros
- Deleting Macros

Data Management

- Tracking Changes
- Sharing Workbooks
- Merging Workbooks
- Consolidating Data
- Importing Data
- Converting Text to Columns
- Using Excel Data in Mail Merge

Data Analysis

- Goal Seek
- Solver
- Scenarios
- Data Tables

General Features

- Hyperlinks
- Save as Web Page
- Save as Workspace
- Custom Views
- Report Manager

Linking and Embedding

- Calculating across Worksheets
- Calculating across Workbooks
- Copy and Paste
- Paste Link and Paste Special
- OLE
- Excel Data to Word

Templates

- Setting up a Template
- Saving a Template
- Using a Template
- Amending a Template
- Deleting a Template