



Central IT Training

Excel 2003 Intermediate

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

Overview

This course is designed to extend your knowledge of Excel enabling you to work more confidently with manipulating data.

Minimum Requirements

Delegates should have a working knowledge of Excel to Introduction level.

Course Contents

Working with Lists

- How Excel Handles Lists
- Sorting Lists
- Data Forms
- AutoFilter
- Advanced Filter
- Creating Subtotals
- PivotTable Reports
- PivotChart Reports

Data Handling

- Naming Ranges
- Outlining
- Splitting the Screen
- Freezing Panes
- Comments
- Format Painter
- Conditional Formatting
- Validating Data

Charts

- Multiple Chart Types
- Custom Chart Types
- Formatting Chart Scales
- Using a Secondary Axis

Functions

- VLOOKUP and HLOOKUP
- IF, SUMIF
- COUNT, COUNTIF, COUNTA
- UPPER, LOWER, PROPER
- NOW and TODAY
- DAY, MONTH, YEAR
- VALUE and TEXT
- TRIM and LEN

Security

- Locking and Unlocking Cells
- Hiding Formulas
- Protecting a Worksheet
- Protecting a Workbook
- Password to Open
- Password to Modify
- Read Only Recommended
- Removing Protection

Toolbars

- Showing and Hiding
- Floating and Docking
- Adding and Removing Buttons
- Moving Buttons
- Creating Toolbars