

MICROSOFT EXCEL 2003 PART III**1 DAY**

This course assumes a good grasp of the fundamentals of Excel. It looks in-depth at a number of Excel's Functions and uses numerous exercises to aid understanding. The Pivot tables section is an abbreviation of the dedicated ½ day course, using a selection of the exercises from that course. Those who wish to query data held in external data sources will find the section on Importing and Exporting data particularly useful. At the end of this course it is hoped that the attendees will have gained a good, working understanding of some of Excel's more powerful features and functions.

Unit 1 – Working with Advanced Formulas

- Working With Named Ranges
- Decision Making Functions
- IF Statements
- Nested IF Statements
- Logical Functions

Unit 2 – Lookup Functions

- VLOOKUP & HLOOKUP
- Creating a Data Table
- MATCH Function
- Exercise Using VLOOKUP, Named Ranges and IF Statements

Unit 3 – Advanced List Management

- Creating Subtotals
- The Consolidate Command
- Validating Cell Entries
- Excel's Database Functions

Unit 4 – Pivot Tables

- Pivot Table Terminology
- About Source Data
- Inner & Outer Row Fields
- Filtering Results
- Formatting Options
- Changing Summary Functions
- Pivot Table Exercises

Unit 5 – Exporting & Importing Data

- Import Data Command
- MS Query & Query Wizard
- Querying an External Data Source
- Creating a New Data Source
- Specifying Criteria
- Sorting Data
- Export Options

NB: MS Query may need to be installed along with ODBC drivers to complete some of these exercises

Unit 6 – More on Macros

- Recap of Macro Basics using Graph Macro exercise
- Creating Custom Toolbars
- Customising the Excel Menu Structure
- Using Dialogue Box Controls on a Worksheet
- Creating a Custom Form
- Making Macros Available Throughout Excel