

MICROSOFT EXCEL 2003 PART III(a) 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 spends some time on some important mathematical concepts. The Pivot tables section is an abbreviation of the dedicated ½ day course, using a selection of the exercises from that course. The Data verification section is especially useful for those who create sheets for others to use. 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
- Comparison Operators
- Nested IF Statements
- Logical Functions
- IS Functions
- SUMIF Function

Unit 2 – Lookup Functions

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

Unit 3 – More Chart Functionality

- Combining Multiple Chart Types
- Adding Trend Lines
- Adding Error Bars
- Multi Level Categories

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 – Using Analytical Tools

- What If Analysis
- Goal Seek & Solver
- Data Tables
- Scenarios Manager

Unit 6 – Data Verification

- Data Validation
- Conditional Formatting
- Cell and Worksheet Protection
- Auditing a Worksheet