

MICROSOFT EXCEL 2003 PART II(a)**1 DAY**

This course is intended to build on an individual's knowledge of Microsoft Excel 2003. Its aim is to further explain topics such as Functions and Formulas as covered in the Microsoft Excel 2003 Part I course. New components have also been introduced, such as Templates and recording and running Macros. On completion of the course it is hoped that the attendees will have a good, practical working knowledge of the subjects listed here and a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Working With Templates

- Workbook & Worksheet Templates
- Templates available On Your Computer
- Templates Available From Microsoft
- Saving & Modifying Templates
- Creating an On-screen Form

Unit 2 – Functions & Formulas

- Entering Formulas
- Entering Functions
- Copying Formulas & Functions
- Function Wizard
- Relative and Absolute Cell References
- Understanding Formula and Function Errors

Unit 3 – Multi-page Worksheets

- Adding Sheets
- Renaming a Sheet
- Using Clipboard
- Creating a Group
- “Punch Through”
- Moving and Deleting Sheets
- Multi-Page Formulas

Unit 4 – Protecting your Workbooks

- Password to Open and or Modify a Workbook
- Locking Cells
- Protecting Worksheets
- Granting specific user access

Unit 5 – Charts

- Creating a Chart as an Object or as a New Sheet
- Creating a Combination Chart
- Formatting Chart Text, Legends, Axes, Gridlines, Data Markers & Plot Areas
- Formatting 3D Charts
- Adding Data to the Chart
- A discussion of Chart Types and when to use Which

Unit 6 – Macro Introduction

- Recording a Macro
- To Run the Macro
- Adding Command Buttons
- Assigning the Macro to a Toolbar Icon
- To Assign a Macro to the Menu Structure
- To add a Shortcut Key
- To Delete a Macro
- Visual Basic Code