



Excel 2003 Intermediate (Level 2)

Two day training course

Course Aims:

This two-day training course aims to give basic users of Excel 2003 knowledge of commands and functions which will make them more proficient in spreadsheet design and development. How to apply these tools to solving their own business problems and good spreadsheet practice will also be covered.

Course Outline:

More on Formulas

- Circular References
- Preventing Rounding Errors
- Conditional Formulae
- Worksheet Linking
- Using the Function Wizard
- Using the Conditional IF, AND and OR
- Conditional Statistical Functions
- Using Lookup and Reference Functions
- Using Date and Time Functions

Working with Multiple sheets

- Opening a Second Workbook
- Working with Large Sheets

Number Formats

- Creating Custom Number Formats

Templates

- Creating a WorkBook Template
- AutoTemplates
- Templates Folder
- X1Start Folder

Customising Excel

- Customising Toolbars and Menus
- Creating Custom Workbook Templates
- Using Custom Workbook Templates
- Creating Custom Views
- Using the Report Manager
- Saving the Excel Workspace

Formatting

- Creating Custom Number Formats
- Using Custom Formats
- Using Conditional Formats

Using Styles Additional Features

- Using Range Names
- Using Paste Special
- Using Find and Replace
- Linking Excel and Word

Data Management

- Setting up Lists;
- Searching with Custom Filters
- Using the Advanced Filter

Outlines, Subtotals & Consolidation

- What is Outlining?
- Automatic Outlining
- Manual Outlining
- Subtotals
- Data Consolidation

Advanced Charting Facilities

- AutoFormats
- Applying an AutoFormat
- Adding and Deleting Chart data
- Trend Lines
- Combination Charts
- Picture Charts
- Changing Values

Target Audience:

Existing users of MS Excel 2003 who wish to explore the more sophisticated features of this package.

Assumed Knowledge:

A thorough working knowledge of Excel 2003 gained from prior attendance on an "Excel 2003 Introduction" course or from a user environment.

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