

# MS Excel 97 for Windows Advanced

## A Two Day Training Course

### Course Aims:

This two-day training course aims to give experienced users of Excel 97 knowledge of some of the more advanced commands and functions and how to apply them to solving their own business problems. Workshop based, the course will provide the participants with an opportunity to explore individual interests within the framework of a structured course.

### Course Outline:

#### *Introduction*

#### *WorkBook Sheets*

- Advantages of Multiple Sheets
- Sheet Navigators
- Renaming a Sheet
- Shortcut Menu for Sheets
- Inserting, Deleting and Moving Sheets
- Sheet Groups
- Printing
- Workspaces
- Multiple Files
- File Links
- Creating File Links
- Linking Excel to Word
- Worksheets
- Charts
- OLE2

#### *Functions*

- Function Wizard
- String Manipulation with Text Functions
- Concatenation
- Date and Time Functions
- Entering Dates and Times in Formulae
- Functions for Times
- Date and Time Arithmetic
- Lookup and Reference Functions
- Maths Functions

#### *Number Formats*

- Creating Custom Number Formats

#### *Templates*

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

#### *The scenario Manager*

- Creating a Scenario
- Editing a Scenario
- Summaries
- Merging Scenarios

#### *Auditing*

- Auditing Features
- Precedents and Dependants
- Auditing Toolbar
- Notes

#### *Workbook Databases*

- Database Terms
- Creating a Database
- Sorting Tools & Data
- Data Filtering
- Custom Autofilters
- Advanced Filtering

#### *Outlines, Subtotals & Consolidation*

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

#### *Pivot Tables*

- Creating a Pivot Table
- Query and Pivot Toolbar
- Managing Pivot Table
- Grouping Items
- Creating a Chart from a Pivot Table

#### *External Data*

- The Query Toolbar
- Creating a Query from Excel
- Updating and Modifying Queries
- Pivot Tables Using External Data

#### *Advanced Charting Facilities*

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

#### *Data Mapping*

- Map Data
- Creating a Map
- The Data Map Control Dialogue Box
- Adding Explanatory Text to a Map
- Map Titles
- Editing a Map

#### *Problem Solving*

- Solving a Problem
- Goal Seeking

#### *Introduction to Macros*

- Recording & Recording a Macro

### Target Audience:

Existing users of MS Excel 97 who wish to explore the more sophisticated features of this package.

### Assumed Knowledge:

A thorough working knowledge of Excel 97 gained from prior attendance on an "Excel 97 Introduction" course or from a user environment.