

Exact Business Solutions Pty Ltd

Course Outlines



Advanced Microsoft Excel 2003

A Two-Day Guide

Ref No.DD182

Course Aims This course aims to enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel.

It is designed to introduce you to the techniques and concepts associated with effective spreadsheet operation and to get you in the advanced features of Microsoft Excel 2003 as quickly as possible.

Objectives Upon completing this course you will be able to:

- Use features such as Password Protection and Backups
- Use and apply Range Names
- Understand advanced Functions
- Use the Import Text Wizard
- Use Consolidation, Goal Seeking and the Solver
- Use Excel's List feature
- Understand the Scenario Manager
- Record, Edit and Run Macros
- Create and use Macro Buttons
- Use PivotTable Reports and PivotChart Reports

Number of Pages 172

Audience The course is aimed at those participants who wish to increase their knowledge of Excel and utilise advanced features.

Prerequisites A sound knowledge of spreadsheets and familiarity with Excel.

Course Length In a training environment this manual is suitable for 2 Days.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Advanced Microsoft Excel 2003 in Detail

Introduction

Course Aims
Course Objectives

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Revision Instructions
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Formulas
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