



Excel 2003 Intermediate

delivered by:



Overview

This course introduces some of the more sophisticated features of Excel for managing large worksheets in terms of formatting, formulae and security. It also deals with data analysis tools such as filters and pivot tables.

Audience

Users who need to enhance their existing knowledge and explore the more advanced features of Excel including formulae, data handling and working with large sheets.

Course Objectives

At the end of this course delegates will be able to take advantage of Excel's features to better manage spreadsheets and to analyse data.

Prerequisites

This course assumes prior attendance on our Excel Introductory course (or equivalent knowledge) and the ability to use basic commands, e.g. cut, copy, paste, save as.

Course Contents

Revision of basic maths principles

3-D worksheets

- Copy, move, rename worksheets
- Group editing of worksheets
- 3-D calculations

Linking workbooks

- View and tile
- Editing links

Range names

- Why use them?
- Assigning names
- Using names (in formulae and GoTo)
- Named constants

Protection

- Adding passwords to files and cells
- Stopping cells being altered

Other functions and formatting codes

- Using pre-defined functions – statistical, logical and date, e.g. IF, ROUND, DATEIF, TEXT, WEEKNUM
- Creating number formats
- Creating data formats



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Manipulating the worksheet

- Using the GoTo command to select cells, e.g. formulae
- Creating a custom Autofill list
- Using paste special
- Find and replace
- Hide and unhide rows/columns
- Editing general preferences

Working with Data

- Sorting rows and columns
- Autofilter
 - Using logical parameters
- Using subtotals

Pivot Tables

- Creating a report
- Adding and moving fields
- Summary functions
- Formatting reports and fields
- Refreshing data
- Editing and changing data
- Filtering data

Comments

- Adding, editing and deleting

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

Maximum Number of Delegates: 8

**Cost: Members - 1 unit, £150 +VAT
Non-members - £225 +VAT**

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com