



Excel 2003 Advanced

delivered by:



Overview

This course provides delegates with an understanding of a number of advanced data management features including data analysis tools and automation as well as the use of logic in formulae.

Audience

Users who need to enhance their existing knowledge and explore the more advanced features of Excel including complex formulae, charts and forecasting tools.

Course Objectives

At the end of this course delegates will be aware of many of the 'power user' features.

Prerequisites

This course assumes prior attendance on the Excel Intermediate course (or equivalent experience) and a good working knowledge of Windows.

Course Contents

Using logic

- IF statements and nested IFs
- Conditions AND/OR
- SUMIF and COUNTIF
- Conditional formatting
 - Value is vs Formula is

Lookup Tables

- Range names review
- Vlookup
- Data validation (and customising messages)
- MATCH and INDEX

String Functions

- Concatenation (&)
- Left, mid, right, len, find

Creating a Database

- Creating data forms
- Add/edit/delete/find data

Advanced Charting

- Adding non-adjacent data
- Mixing chart types
- Using dual Y axis
- Adding trendlines
- X-Y charts



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Forecasting Tools

- Goal seek
- Scenario Manager
- Data Tables (1 and 2 way)
- Solver

Array Formulae

Data Consolidation

Controls

- Creating a form using controls
- Adding buttons – spin, check box, option and lists

Optional Topics

- Go to special
- Paste special
- Setting preferences
- Macros (covered fully on the Excel VBA course)
 - What is a macro?
 - Record a simple macro
 - Assign shortcut keys
 - Create a toolbar button and assign the macro to it

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