



Airhouse Studios

Excel 2003 Advanced Course

Course Aims

This practical course allows the delegate to appreciate the full potential of Excel 2003. Participants will be encouraged to discuss their individual requirements, relevant to their working environment. By the end of the course, the user will be competent with the following skills:

Course Outline

Advanced Functions

Date and Time
Lookup
Subtotal
SumIf and CountIf
Text Functions

Advanced Chart Options

Source Data
Trendlines
Moving Averages
3D Chart View

Outlines

Create and Use Outlines

Objects

Drawing Tools
WordArt
Insert Objects

Styles

Create, Use and Delete Styles

Input Tables

One Input Data Table
Two Input Data Table

Data Consolidation

By Position or Category
Edit Reference Areas

Data Analysis

Descriptive Statistics
Correlation
Histograms
Moving Averages
Sampling

Macros

Security
Record
Run
Assign to a Button or Menu

Auditing

Trace Precedents
Trace Dependents
Trace Errors
Data Validation

Forms

Web Pages

Create and Publish a Web Page
Update a Web Page

Sharing Workbooks

Track Changes
Accept or Reject Changes

Importing Data

Get External Data
Convert Text to Columns

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Anyone wishing to investigate the more powerful and advanced features of Excel 2003.

Assumed Knowledge

Delegates should be familiar with the basic features of Excel 2003, and should have some experience of the topics covered in our Introductory and Intermediate Courses, either from attending these courses or by knowledge gained from their own experience.