

MS Excel 2003

Intermediate

This one day workshop has been designed to increase your basic knowledge of Excel 2003. You will be introduced to some of the in-built components of Excel, which will assist you in the creation of more powerful spreadsheets

Learning Outcomes

By the end of this course students will be able to: Customise worksheets, toolbars and menus, use additional functions to enhance your spreadsheets, create templates, use productivity tools and add security to your files.

Prerequisites

We really recommend that most students start off with the Introduction course unless they have had formal training in Excel previously. It contains all the fundamentals for creating and building spreadsheets, keyboard shortcuts for everything, creating absolute cell references, building formulas and using basic functions, formatting spreadsheets, building charts, printing perfectly every time, inserting/deleting/hiding columns and rows and much much more. Designed for a confident Excel user or someone who has just attended our Introduction course.

Working with Large Worksheets

- Viewing large Worksheets in a variety of different ways
- Printing large Worksheets

Working With Worksheets

- Customising your workbook

- Entering data on multiple sheets as a simultaneously
- Consolidate Data

Functions

- Using SUM, MIN, MAX and COUNT Functions
- The PMT, IF and other functions

Auditing Your Worksheets

- Tracing Precedents
- Tracing Dependants
- Tracking down Errors
- Restrict cell input using Data Validation

Templates

- Creating a template and a new workbook using a template
- Inserting template sheets into your workbook

Data Lists

- Working with Data Lists
- Maintaining, sorting and filtering
- Creating Subtotals within a List
- Creating custom filters
- Using Advanced filtering

Customising the Toolbar

- Adding and removing buttons
- Resetting the built in Toolbars
- Creating and deleting additional Toolbars

- Customising existing buttons

Productivity Tools

- Using Format Painter
- AutoCorrect
- AutoComplete
- Cell comments
- Searching for and Replacing data
- Using the Drawing Toolbar
- Creating Hypertext links

Security

- Secure a Worksheet or Template
- Cell and Range Protection
- Using Password Protection

