

## Microsoft Excel 2002

### Level 2 - Next steps with Excel

This course shows you how to work more efficiently with workbooks and worksheets, enhance the appearance of data and worksheets, perform analysis using functions, and to use the sorting and filtering features to manage and analyse data.

#### Who should attend

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

#### Prerequisites

This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and print and chart data.

#### Course duration

This is a 1 day course. Typically, courses run from 9:00am to 4:30pm, allowing for morning, afternoon and lunch breaks. Start, finish and break times can be modified to suit your organisation.

#### What you'll need to bring

Training manuals, course training files and writing materials are provided to all participants. No other items are required. Additional copies of the course files can be obtained after the course at no extra charge.

#### Course customisation

On the following page you'll find a detailed breakdown of the topics covered in this course. If you wish to incorporate topics from one of our other Excel courses, contact us and we'll be able to customise this courseware so that the additional material is included.

#### Learning outcomes

At the completion of this course participants will be able to:

- work with one or more workbooks at once
- use a range of techniques to work with worksheets
- adjust the sizing of columns and rows in a workbook
- use a variety of viewing techniques to view worksheets
- format cells in a workbook
- understand and use absolute referencing in a workbook
- use the fill technique to enter data into cells
- use names and labels
- use the various logical functions in Excel
- use the various Lookup functions
- sort data in lists in a workbook
- use autofilter to display data in lists selectively.

#### The training room and facilities

When training on-site at your premises, we require only that each participant has access to their own computer or laptop, with Microsoft Excel 2002 installed. Internet and networking facilities are not required. A data projector is required, and if your training room or board room is not equipped with one, we're able to provide one at no extra cost.

#### Other questions?

Contact us on (03) 8676 0655, or email us at [enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)

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## Level 2 - Next steps with Excel

### Working With Workbooks

- The Open Dialog Box
- Opening A Workbook
- Closing A Workbook
- Opening Multiple Workbooks
- Working With Multiple Workbooks
- Opening Recently Used Workbooks

### Working With Worksheets

- Copying A Worksheet
- Renaming Worksheets
- Moving Worksheets
- Inserting And Deleting Worksheets
- Grouping Worksheets

### Adjusting A Worksheet

- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Resizing Columns
- Resizing Rows
- Hiding Grid Lines

### Viewing Worksheets

- Freezing Columns And Rows
- Splitting Windows
- Using Zoom
- Hiding Rows And Columns

### Formatting Cells

- Using The Font Tools
- Using The Alignment Tools
- Using The Number Tools
- The Format Cells Dialog Box
- Formatting Fonts Using The Menu
- Superscript Subscript
- Strikethrough
- Changing Horizontal Alignment
- Centering Across A Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates
- Formatting Numbers
- Formatting Currency
- Creating Custom Formats
- Borders And Shading
- Clearing Cell Formats

### Absolute Referencing

- Absolute And Relative Referencing
- Problems With Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References

### Filling Series

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Series
- Modifying And Deleting Custom Series

### Labels And Names

- Labels and Names Explained
- Accepting Labels In Formulas
- Using Text Labels
- Creating Labels
- Creating Names Using The Name Box
- Using Names To Select Cells
- Using Names In Formulas
- Creating Names Between Workbooks
- Creating Names For Constants
- Creating A List Of Names
- Changing The Range For Names
- Deleting Names

### Logical Functions

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values Using IF
- Nesting An IF Function
- Using The AND Function
- Using The OR Function
- Using the NOT Function

### Lookup Functions

- Requirements Of Lookup Functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP For Exact Matches
- The INDEX Function

### Sorting

- Performing A Simple Sort
- Sorting On More Than One Column
- Sorting Numbers
- Sorting By Rows

### AutoFilter

- Applying & Using AutoFilter
- Creating Compound Filters
- Creating Custom Filters
- Multiple Value Criteria
- Using Wildcards In Custom Criteria.

### Need more information?

Contact us: (03) 8676 0655

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