

## Microsoft Excel 2003

### Level 3 - Advancing with Excel

This course covers aspects of Microsoft Excel beyond building basic workbooks and deals with workbook automation and productivity features. It includes areas such as workbook and worksheet consolidation and linking, data analysis tools, and automating workbook operations using macros.

#### Who should attend

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building and formatting 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, create formulas and use functions, and perform simple formatting of the 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:

- nest functions to create complex formulas
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use goal seeking to determine the values required to reach a desired result
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create, modify and work with PivotTables
- use linking to create more efficient workbooks
- combine data in separate worksheets or workbooks using consolidation
- publish workbooks and worksheets for the web
- summarise data using subtotals and relative range naming
- confidently open workbooks that contain macros
- create recorded macros in Excel
- use the macro recorder to create a variety of macros.

#### 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 2003 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)

# Microsoft Excel 2003

## Level 3 - Advancing with Excel

### Nesting Functions Workshop

- Scoping A Formula
- Developing A Nested Function
- Creating A Nested Function
- Editing A Formula With Nested Functions
- Copying A Formula With Nested Functions
- Concatenation

### Advanced Filters

- Advanced Filter Concepts
- Using An Advanced Filter
- Extracting Records With Advanced Filter
- Using Formulas In Criteria
- Using Database Functions

### Validations

- Validation Techniques
- Data Validation By Number Range
- Testing Data Validation
- Input Messages
- Creating Error Alerts
- Creating Drop-Down Lists
- Using Formulas As Validation Criteria
- Creating Custom Validation Criteria
- Number Formats With Built-in Logic
- Conditional Formatting
- Copying Data Validation Settings

### Goal Seeking

- Goal Seek Components
- Using Goal Seeking

### Data Tables

- Using A Simple What-If Model
- Creating A One-Variable Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table

### Scenarios

- Creating A Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

### PivotTables

- PivotTable Theory
- Creating A Simple PivotTable
- Adding A Row Field To A PivotTable
- Using The Page Field In A PivotTable
- Filtering Row And Column Values
- Formatting A PivotTable
- Counting With PivotTables
- PivotTable Summary And Display Options
- Show Data As Percentages In PivotTables
- Calculated Fields In PivotTables
- Calculated Items In PivotTables
- Creating A PivotChart
- Modifying A PivotChart Via The PivotTable

### Linking Workbooks

- Linking Data In Excel
- Linking Within A Workbook
- Linking Between Workbooks
- Updating Links Between Workbooks

### Consolidation

- Consolidating Data With Identical Layouts
- Consolidating Data With Different Layouts
- Consolidating Data Using A PivotTable

### Excel On The Web

- Previewing Workbooks As Web Pages
- Publishing A Static Worksheet
- Adding To An Existing Web Page
- Publishing An Interactive Web Page

### Summarising Data

- Creating Subtotals
- Using A Subtotaled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals With AutoFilter
- Installing The Conditional Sum Wizard
- Using The Conditional Sum Wizard
- Creating Relative Names For Subtotals
- Using Relative Names For Subtotals

### Macro Virus Control

- Opening Workbooks With Macros
- Setting Macro Security Levels
- Trusting Publishers
- Creating A Digital Signature
- Removing A Trusted Publisher

### Recorded Macros

- Setting Macro Security Levels
- Recording A Simple Macro
- Running A Recorded Macro
- Relative Cell References
- Running A Macro With Relative References
- Viewing A Macro Module
- Modifying A Recorded Macro

### Recorder Workshop

- Preparing Data
- Recording Summation Macros
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- Assigning A Macro To An Object

### Need more information?

Contact us: (03) 8676 0655

[www.exceldimensions.com.au](http://www.exceldimensions.com.au)

[enquiries@exceldimensions.com.au](mailto:enquiries@exceldimensions.com.au)