

## Microsoft Excel 2003 Intermediate

### A One Day Training Course

#### Course Aims:

This one-day training course aims to give users of Excel 2003 knowledge of commands and functions that will allow them to manipulate more complex data and design more complex solutions.

#### Course Outline:

##### Review of Formulae

- Simple formulae and the SUM Function

##### Absolute cell reference (\$) in Formulae

- More complex formulae using absolute references when copying

##### Working with Multiple Worksheets

- Naming Sheets
- Selecting Multiple Worksheets
- Building Calculations across Worksheets
- Navigating Workbooks with Many Worksheets
- Viewing Worksheets and Workbooks

##### Charts/Graphs

- Create and modify charts that are based on data contained in your worksheets

##### Using Named Ranges

- Defining Names
- Editing or Redefining Names
- Using Names in Formulae
- Use Named Ranges for Navigating a Workbook

##### Worksheet Functions

- Review of basic essential functions (SUM, AVERAGE, MAX, COUNT, COUNTA, etc)
- Entering a Function using the Paste Function Button
- The Function Wizard
- String/Text Functions (, LEFT, UPPER, SEARCH and many more)
- Logical Functions (IF, OR )
- Lookup Functions (VLOOKUP)

##### Performing Date calculations

- Understanding dates
- Essential Date Functions

##### Formatting and Editing

- Basic Conditional Formatting
- Hiding Columns, Rows and Worksheets
- Copy + Paste Special
- Find and Replace Data

##### Linking Files

- Link to other Excel Workbooks

##### Pivot Tables

- What is a Pivot Table
- Creating a Pivot table
- Modifying a Pivot table

##### Working with lists of data

- Sort
- Using AutoFilter
- The Data form
- The Create List command

##### Sub Totals

- Generating Subtotals
- Modifying Subtotal Options

##### Data Consolidation

##### Converting and Importing Data

- Text to columns
- Importing Text files

##### Useful Keyboard Commands

#### Target Audience:

Frequent users of Excel 2003 who wish to explore more sophisticated features of this package.

#### Assumed Knowledge:

Competent use of Excel's basic features as detailed in the Level 1 course outline, in particular the ability to create simple formulas (addition, subtraction, multiplication and division).