

Excel 2003: Power User

1 Day

Description

This class is designed to help students go beyond the basics of Excel. In-class exercises will involve the topics such as array formulas, labels, mathematical operations, and applying an AutoFormat. Among other things, you will also use and create a custom chart, learn to insert items, use Wizards, use Covariance and Correlation tools, embed objects, as well as apply custom smart tags. After successful completion of this course, students will be prepared to move on to the final course in this series, Excel VBA Programming.

Prerequisites

- Excel Basic
- Excel Intermediate
- Excel Advanced
- Or equivalent experience

Objectives

- ✓ Use LEFT, MID, and CONCATENATE functions
- ✓ Use ISBLANK and CELL functions
- ✓ Use array formulas
- ✓ Use labels in formulas
- ✓ Copy a validation
- ✓ Apply a mathematical operation to copied data
- ✓ Find precedent and dependent cells
- ✓ Apply an AutoFormat
- ✓ Use and create a custom chart type
- ✓ Insert clip art and picture files
- ✓ Use the Conditional Sum Wizard
- ✓ Use the Lookup Wizard
- ✓ Save and load Solver problem models
- ✓ Use Covariance and Correlation tools
- ✓ Calculate a moving average
- ✓ Embed and link objects in a worksheet
- ✓ Use custom lists to fill series
- ✓ Change default settings
- ✓ Use AutoRecover and AutoCorrect
- ✓ Apply custom smart tags

Excel 2003: Power User, continued

Advanced formulas, functions, and arrays

Text functions

- Using text functions
- Information functions
- Using IS functions
- Using the CELL function

Array formulas

- Using an array formula

Labels

- Using labels in formulas

Advanced editing and formatting

The Paste Special command

- Copying formulas and values
- Copying a validation
- Applying a mathematical operation to copied data
- Transposing rows and columns
- Linking data

The Go To Special dialog box

- Finding formulas that result in errors
- Finding precedent and dependent cells

Advanced formatting features

- Applying an AutoFormat
- Merging styles

Advanced graphics

Creating a custom chart

- Creating a cone chart
- Creating a B&W Column chart
- Creating a Line - Column chart

Working with pictures

- Inserting clip art
- Inserting a picture as a chart background
- Creating a user-defined chart type

Analyzing and sharing information

Using add-ins

- Using the Conditional Sum Wizard
- Using the Lookup Wizard

Solver models and reports

- Saving a problem model
- Loading a problem model
- Creating an Answer report

Statistical analysis tools

- Analyzing data covariance
- Measuring correlation of data
- Calculating a moving average

Embedding and linking

- Inserting an embedded object
- Inserting a linked object

Advanced customization

Custom lists

- Creating and using a custom list
- Modifying a custom list

Changing default settings

- Limiting iterations
- Changing the default font and file location
- Opening a file automatically at startup

Automating Excel

- Using the AutoRecover feature
- Using the AutoCorrect feature

Applying smart tags to cells