

## Excel 2003: Advanced

1 Day

### Prerequisites

- MS Excel 2003 Intermediate or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Getting The Most From Your Data

##### **Lesson 1.1: Outlining And Grouping Your Data**

Using Automatic Outlining  
Displaying And Collapsing Levels  
Grouping Data Manually  
Creating Subtotals

##### **Lesson 1.2: Pivot Tables**

What Is A Pivot Table?  
Creating A Pivot Table Frame  
Specifying Data In A Pivot Table  
Rearranging Pivot Table Data

##### **Lesson 1.3: More On Pivot Tables**

Modifying Pivot Table Calculations  
Formatting A Pivot Table  
Refreshing A Pivot Table  
Charting A Pivot Table  
Creating A Pivot Table Based On Data From An External Database

##### **Lesson 1.4: Exploring Scenarios**

What Is A Scenario?  
Creating A Scenario  
Creating A Scenario Summary Report  
Saving Multiple Scenarios

##### **Lesson 1.5: What If Analysis**

Using A One And Two Input Data Table  
Using Goal Seek  
Using Solver

#### Section 2: Excel And The Internet

##### **Lesson 2.1 Excel And Hyperlinks**

Hyperlinks And The Internet  
Inserting Hyperlinks  
Modifying Hyperlinks  
Using The Web Toolbar  
Browsing Hyperlinks In Excel

##### **Lesson 2.2 Excel Workbooks As Web Pages**

Interactive And Non-Interactive Web Pages  
Saving A Workbook As A Web Page  
Saving A Worksheet As A Web Page  
Saving A Chart As A Web Page  
Saving A Range As A Web Page

##### **Lesson 2.3 Getting Data From The Internet**

Importing From An External Data Source  
Creating A Web Query  
Saving A Web Query  
Refreshing A Web Query

#### Section 3: Advanced Excel Tasks

##### **Lesson 3.1: Creating And Using Shared Workbooks**

Sharing A Workbook  
Requesting Reviews  
Reviewing A Workbook  
Tracking Changes  
Merging And Revising A Shared Workbook  
Documenting A Worksheet With Comments

## **Excel 2003: Advanced**, continued

### ***Lesson 3.2: Advanced File Management***

- Identifying File Properties
- Searching For Files
- Protecting Personal Information
- Creating Back Up Files
- Changing Auto-Recovery Settings

### ***Lesson 3.3: Excel Security***

- Digital Signatures
- Macro Security
- Protecting Your Workbook With A Password

### ***Lesson 3.4: Custom And Advanced Features In Excel***

- Customizing Excel By Changing Options
- Using Custom Autofill Lists
- What Is Text To Speech?
- Using Detect And Repair

### ***Lesson 3.5: Large Workbooks***

- How To Split And Freeze A Window
- Using Multiple Workbooks And Windows
- Hiding Rows, Columns And Worksheets
- Creating A Custom View

### ***Lesson 3.6: More Workbook Features***

- Linking Workbooks
- Consolidating Workbooks
- Using A Watch Window
- Protecting Worksheets
- Using Templates