

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