

MS Excel 2003 -Advanced

Learning outcomes:

At the end of the course the participant will be able to:

- ✓ Insert Pictures, Work with Data
- ✓ Maintain an Excel Database
- ✓ Sorting and Filtering Data
- ✓ Using Workbooks for Larger Project
- ✓ Analyzing Data using Pivot tables
- ✓ Advanced Excel Formulas

Course Contents:

- Inserting Pictures
- Working with data
 - Create Cell References of different types
 - Cell
 - Named
 - Use Functions
- Linking Data across sheets
 - Source & Destination Files
- Sorting and Filtering Data within a Sheet
 - Use Excel for Database management
 - Database concepts
 - Sorting Data
 - Filtering Data
 - Data Forms
 - Create Pivot Tables and Pivot Charts
- Goal Seek & Scenario
 - Tools for What-If Analysis
- Work with Templates
 - Existing
 - New
- Subtotals
- Importing External Data
- Scenario Summary
- Track Changes History sheet
- Using Workbooks for Larger Project
 - Linking Cells in a Workgroup
 - Understanding Cross References
 - Linking Cells between Workgroup

- Calculating with Advanced Formulas
 - Create and Apply a Name for a Range of Cells
 - Calculate Across Worksheets
 - Calculate with Date and Time Functions
 - Calculate with Financial Functions
 - Calculate with Statistical Functions
 - Calculate with Lookup and Reference Functions
 - Calculate with Logical Functions
- Collaborating with Others
 - Protect Files
 - Share a Workbook
 - Set Revision Tracking
 - Review Tracked Revisions
 - Merge Workbooks