

Advanced Microsoft Excel 2002

A Two Day Guide



Ref No: DD135

Course Aims

This course aims to enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel.

It is designed to introduce you to the techniques and concepts associated with effective spreadsheet operation and to get you in the advanced features of Microsoft Excel 2002 as quickly as possible.

Objectives

Upon completing this course you will be able to:

- Use features such as Password Protection and Backups
- Use and apply Range Names
- Understand advanced Functions
- Use the Import Text Wizard
- Use Consolidation, Goal Seeking and the Solver
- Use Excel's List feature
- Understand the Scenario Manager
- Record, Edit and Run Macros
- Create and use Macro Buttons
- Use PivotTable Reports and PivotChart Reports

Number of Pages

180

Audience

The course is aimed at those participants who wish to increase their knowledge of Excel and utilise advanced features.

Prerequisites

A sound knowledge of spreadsheets and familiarity with Excel.

Course Length

In a training environment this course is suitable for Two days.

Course Structure

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Introduction

Revision

File Protection

- Attaching the Password
- Modification
- Password

Saving With Backup

Cell Protection

- Protecting Cells

Hiding Rows and

Columns

- Hiding Columns

Circular References

- Circular Error
- Messages
- The Circular Reference Toolbar

Range Names

- Defining Range Names
- Creating Names
- Applying Names
- Using Names in Formulas
- Using Names With Commands
- Using the Name List

Using Constants

- Applying Names to Constants
- Documenting Range Names

Using Data Map

- Starting Data Map
- Using Zoom
- Center Map
- Formatting the Data Map
- Formatting the Legend
- Inserting Map Labels
- Adding Graticules
- Printing the Data and Map

Functions

- Function Overview

Statistical Functions

- SUMPRODUCT

Financial Functions

- The PMT Function
- Absolute Addressing

Rounding Functions

- Using Rounding Functions

The IF Function

- Using the IF Function
- Nesting Functions

More Fun Functions

Using Help for Functions

Lookup Functions

- Using Vlookup

Date Functions

- Entering Dates
- The NOW() Function
- Calculating Hours and Minutes
- Using Times in Calculations

Hlookup

- The first Hlookup Function
- Joining HLOOKUP Functions

Index and Match

Functions

- The MATCH Function
- The INDEX Function
- Joining INDEX and MATCH

Goal Seek

- Using Goal Seek

Solver

- Constraints
- Saving a Scenario
- Viewing the Answer Report

The Scenario

Manager

- Adding a Scenario
- Showing the Scenarios

Group Editing

- Defining the Group
- Removing the Group Status

Worksheet Linking

- Creating the First Link
- Using Paste Link

Linking between Files

- Creating the Link

Consolidating

Worksheets

- Adding Worksheets
- Averaging Consolidated Data

Importing Data

- Why Import Data?
- Data Type Examples
- Importing Delimited ASCII
- The Text Import Wizard
- Importing Space Delimited Files
- Skipping a Column

Exporting Data

- Choosing a Specific Format
- Exporting to Microsoft Word
- Pasting Data with a Link
- Copying a Graph with a Link

Excel Lists

- List Overview
- Sorting Data
- Sorting on Two Fields
- Removing Sort Fields
- Sorting a Horizontal List

The Data Form

- Adding Records
- Deleting a Record

Finding Data

- Replacing Data

Filter

- Performing a Filter
- Filtering on Two Fields

A Top Ten Filter

- Specifying the top items

Custom Filters

- Filter Exercises
- Sorting a Filtered List
- Copying a Filtered List

Advanced Filter

- Setting Criteria
- Removing the Filter

SubTotals

- Adding Subtotals
- Outline Symbols
- Hiding Detail
- Showing Detail
- Counting as Subtotals
- Using Page Breaks
- Removing Subtotals

Group and Outline

- Hiding Detail
- Showing Detail
- Grouping Rows

PivotTable Reports

- PivotTable Layout
- Rearranging Data
- Report Exclusions
- Adding Fields
- Field Settings
- Refreshing Data
- Formatting a PivotTable report
- Showing Detail

PivotChart Reports

- Creating a PivotChart report
- Interacting with the Chart
- PivotChart Reports – from scratch
- Adding Fields

Macros

- What is a Macro?
- Recording a Macro
- Turning on the Recorder
- Shortcut Key
- Recording your Actions
- Testing the Macro

Macro Contents

- Editing a Macro
- Saving the Macro
- A Macro Exercise
- Personal Macro Workbook
- Relative Cell Addressing
- Recording to Personal.XLS
- Stepping through a Macro

Macro Buttons

- Drawing a Button
- Assigning the Macro
- Using the Macro Button

Customising the Toolbar

- Choosing a Button
- Using the Macro icon
- Changing the ScreenTip

Macro Exercise

- Performing the Macro Actions
- Recording an Average Consolidation

Deleting a Macro

- Deleting a Custom Icon