

Ref No: DD182

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 2003 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

172

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.

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Introduction

Course Aims

Course Objectives

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A Two Day Guide



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