

MS Excel 97 Advanced

A Two Day Training Course

Course Aims:

This two-day training course aims to give experienced users of Excel 97 knowledge of some of the more advanced commands and functions and how to apply them to solving their own business problems. Workshop based, the course will provide the participants with an opportunity to explore individual interests within the framework of a structured course.

Course Outline:

Introduction

- Advanced Spreadsheet Functions & Features

Customising Excel

- Customising Toolbars and Menus

Templates and Views

- Creating Workbook Templates
- Custom Templates
- Default Templates
- Storing Templates
- Creating Custom Views
- Saving the Excel Workspace

Formatting Excel

- Formatting Numbers
- Using Custom Formats
- Custom Number Format Sections
- Custom Number Format Codes
- Custom Date Format Codes
- Formatting SpeedKeys
- Using Conditional Formats
- Using Styles
- Hiding data

Functions

- Conditional IF, AND and OR
- Function Wizard
- Lookup and Reference Functions
- Using the LOOKUP function
- Using the VLOOKUP function
- Using the HLOOKUP function
- Preventing LOOKUP Errors
- Conditional Statistical Functions
- Manipulating Text with String Functions
- Date and Time Functions

Problem Solving

- Goal Seeking
- Using Solver
- The Scenario Manager
- Scenario Summaries
- Merging Scenarios

Additional Features

- Using Named Ranges
- Using Paste Special
- OLE Linking
- Applying Worksheet Protection
- Password Protecting a File

Worksheet Auditing

- Adding Comments to the Worksheet
- Using Worksheet Auditing Tools
- Data Entry Validation
- Validating the Whole Worksheet
- Auditing Data Dependency
- Finding and Replacing Data

Advanced Charting Facilities

- Using Custom Chart Templates
- Adding and Deleting Chart Data
- Changing Chart Values
- Creating Projections with Trendlines
- Creating Combination Charts
- Creating Data Map Charts

Adding Graphics

- Using the Drawing Tools
- Inserting WordArt
- Inserting Clip Art

Data Management

- Searching for Data With Advanced Filters
- Compiling Consolidations
- Summarising Data with Outlines
- Analysing Data with PivotTables
- Creating a PivotTable
- Modifying a PivotTable

Using Macros

- Understanding Macros
- Recording a Basic Macro
- Running a macro
- Macro Virus Protection

Target Audience:

Existing users of MS Excel 97 who wish to explore the more sophisticated features of this package.

Assumed Knowledge:

A thorough working knowledge of Excel 97 gained from prior attendance on an "MS Excel 97 Intermediate" course or from a user environment.