MS Excel 97 Intermediate

A One Day Training Course

Course Aims:

This one-day training course aims to give basic users of Excel 97 knowledge of commands and functions which will make them more proficient in spreadsheet design and development. How to apply these tools to solving their own business problems and good spreadsheet practice will also be covered.

Course Outline:

Additional Formatting
- Adding Borders & Shading
- AutoFormats; Copying Formats
- Text Formatting; Indented Lists

More on Formulas
- Circular References
- Preventing Rounding Errors
- Conditional Formulae
- Worksheet Linking
- Advanced Spreadsheet Functions

Working with Multiple sheets
- Opening a Second Workbook
- Working with Large Sheets

Customising Excel
- Customising Toolbars and Menus
- Creating Custom Workbook Templates
- Using Custom Workbook Templates
- Changing the Default Workbook Template
- Storing Templates for Single and Network Use
- Creating Custom Views
- Saving the Excel Workspace

Formatting Numbers
- Creating Custom Number Formats
- Using Custom Formats
- Using Conditional Formats
- Using Styles
- Hiding Worksheet Data

Functions
- Using the Function Wizard
- Using the Conditional IF, AND and OR
- Conditional Statistical Functions
- Using Lookup and Reference Functions
- Manipulating Text with String Functions
- Using Date and Time Functions

Additional Features
- Protecting the Worksheet
- Using Zoom; AutoCorrect; Spelling Check
- Using Range Names
- Using Paste Special
- Using Find and Replace
- Linking Excel and Word

Charting
- Creating & Printing Charts
- Advanced Chart Formatting Features
- Creating Combination Charts
- Changing Chart Values

Data Management
- Setting up Lists;
- Searching with Custom Filters
- Compling Consolidations
- Displaying and Hiding Data with Outlining

Target Audience:

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

Assumed Knowledge:

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