

Training Course Specification

Course: Microsoft Excel 2003 Level 2: Intermediate

Duration: One-Day

COURSE OBJECTIVES:

- Using multiple worksheets, workbooks and workspaces
- Working with Financial functions
- Use advanced formatting techniques
- Using the Auditing Tools to track information
- Using charts to display financial data
- Using Macros to automate your work environment
- Use Templates

WHO SHOULD ATTEND: This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above and a good understanding of Microsoft Excel or alternatively should have attended our Level 1 course.

COURSE CONTENT

1:Using Multiple Sheets and Workbooks

- Using Multiple Worksheets
- Inserting New Worksheets
- Renaming Worksheets
- Deleting Worksheets
- Creating Multiple Views
- Freezing Panes
- Viewing and Arranging Multiple Worksheet Windows
- Navigating in Multiple Workbooks
- Selecting and Viewing Multiple Workbooks
- Creating and Opening a Workspace
- Managing Multiple Worksheets and Workbooks
- Selecting Multiple Worksheets
- Moving and Copying Data between Worksheets
- Linking Data Between Worksheets
- Creating a 3-D Formula

2: Charting

- Using Charts
- Creating a Chart
- Specifying the Chart Source Data
- Selecting Chart Options
- Selecting a Chart Location
- Managing Chart Objects
- Moving and Resizing Chart Objects
- Deleting Chart Objects
- Adding Data Series' and Objects to a Chart
- Enhancing the Chart
- Changing the Chart Type
- Formatting Chart Objects
- Adding Text to a Chart
- Printing Charts

3: Advanced Functions

Creating and Using Functions
Using Built-in Functions
Working with Arguments: The PMT Function
Using Dates and Times
Using Dates in Calculations
Using Nested Functions
Auditing Worksheets
Identifying the Auditing Commands
The Watch Window
The Formula Evaluator
Tracing and Correcting Worksheet Errors

4: Advanced Formatting

Using Comments in a Worksheet
Reviewing, Showing, and Hiding Comments
Deleting a Comment
Working with Styles
Applying a Style
Redefining and Modifying Existing Styles
Using Format Painter
Creating Custom Number Formats
Applying an AutoFormat
Applying a Conditional Format
Using Templates
Creating a Template
Editing a Template
Verifying Your Work
Using AutoCorrect
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Related Courses:

Microsoft Excel Level 3

Microsoft Excel Macros and VBA

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