

Excel 2003 Basic

A course for those who have little or no experience using Excel.
The only requirement is some experience of using a PC and Windows

- Getting started
- Spreadsheet terminology
- Exploring the Excel window
- Getting help
- Opening and navigating workbooks
- Closing workbooks

- Entering and editing data
- Creating workbooks
- Entering and editing labels and values
- Entering and editing formulas
- Saving and updating workbooks

- Modifying a worksheet
- Moving and copying data
- Moving and copying formulas
- Using absolute references
- Inserting and deleting ranges

- Using functions
- Entering functions
- Using AutoSum
- Using AVERAGE, MIN, and MAX

- Formatting worksheets
- Formatting text
- Formatting rows and columns
- Number formatting
- Using Format Painter and AutoFormat

- Printing
- Preparing to print
- Page Setup options
- Printing worksheets

- Creating charts
- Chart basics
- Modifying charts
- Printing charts

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Excel 2003 Intermediate

Getting a little more out of Microsoft Excel. For those who use Excel on a regular basis and have experience of the topics covered in the Excel Basic course

- Working with large worksheets
- Viewing options
- Hiding, displaying, and outlining data
- Printing large worksheets

- Using multiple worksheets and workbooks
- Using multiple worksheets
- Linking worksheets by using 3-D formulas
- Consolidating data
- Linking workbooks
- Managing workbooks

- Customizing Excel
- Using the Options dialog box
- Customizing toolbars and menus

- Advanced Formatting
- Borders and shading
- Using special number formats
- Working with dates
- Working with styles
- Other advanced formatting

- List management
- Examining lists
- Sorting and filtering lists
- Advanced filtering

- Advanced charting
- Chart formatting options
- Using combination charts
- Using graphic elements

- Documenting and auditing
- Auditing features
- Comments and text boxes
- Protection
- Workgroup collaboration

- Using templates
- Built-in templates
- Creating and managing templates

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Excel 2003 Advanced

Getting the most out of Excel. For users who are at the Intermediate level and who need explore some of Excel's more powerful features.

Working with advanced formulas
Using names
Using decision-making functions
Creating nested functions
Using financial functions

Lookups and data tables
Working with lookup functions
Using MATCH and INDEX
Creating data tables

Advanced list management
Creating subtotals
Validating cell entries
Exploring database functions
Working with data forms

Working with PivotTables and PivotCharts
Working with PivotTables
Rearranging PivotTables
Formatting PivotTables
Working with PivotCharts

Exporting and importing
Exporting and importing text files
Querying external databases

Using analytical options
Working with Goal Seek and Solver
Working with the Analysis ToolPak
Working with scenarios
Working with views

Working with macros
Running and recording a macro
Working with VBA code