

Excel 2003: Advanced

1 day

Description

This ILT Series course covers advanced-level features and functions of Excel 2003. Students will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use SharePoint services.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2003 Expert exam. For comprehensive certification training, students should complete Excel 2003: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Excel 2003: Basic*
- *Excel 2003: Intermediate*

Course Outline

Unit 1: Working with advanced formulas

Topic A: Using names
Topic B: Using decision-making functions
Topic C: Creating nested functions
Topic D: Using financial functions

Unit 2: Lookups and data tables

Topic A: Working with lookup functions
Topic B: Using MATCH and INDEX
Topic C: Creating data tables

Unit 3: Advanced list management

Topic A: Creating subtotals
Topic B: Validating cell entries
Topic C: Exploring database functions
Topic D: Working with data forms

Unit 4: Working with PivotTables and PivotCharts

Topic A: Working with PivotTables
Topic B: Rearranging PivotTables
Topic C: Formatting PivotTables
Topic D: Working with PivotCharts

Unit 5: Exporting and importing

Topic A: Exporting and importing text files
Topic B: Exporting and importing XML data
Topic C: Querying external databases

Unit 6: Using analytical options

Topic A: Working with Goal Seek and Solver
Topic B: Working with the Analysis ToolPak
Topic C: Working with scenarios
Topic D: Working with views

Unit 7: Working with macros

Topic A: Running and recording a macro
Topic B: Working with VBA code
Topic C: Function procedures

Unit 8: Interactive Web pages

Topic A: Creating interactive Web spreadsheets
Topic B: Publishing PivotTables on the Web

Unit 9: Using SharePoint services

Topic A: Document Workspaces

Appendix A: Smart documents

Topic A: Discussing smart documents