

# **Excel 2003 Advanced Course Outline**

**1 day course**

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## **Objectives**

After completing this course you will know how to:

- Use named ranges in formulas
- Use LookUp functions
- Link multiple workbooks
- Import data
- Use Pivot Tables and charts
- Use Templates and styles
- Analyse data
- Create and use macros
- Protect a spreadsheet
- Consolidate a workbook

## **Pre-requisites**

- Experience of Windows 2000 or later.
- Attendance on Excel 2003 Intermediate course or equivalent

## **Course Contents**

### **Naming Ranges**

- Define named ranges
- Use named ranges in formulas

### **VLookUp and HLookUp Functions**

- Using VLookUp
- Using HLookUp

### **Linking Multiple Workbooks**

- Use formulas to link workbooks
- Create a workspace

### **Importing Data**

- Import from external sources
- Using Microsoft Query

### **Pivot Tables and Charts**

- Creating a PivotTable
- Changing field settings
- Creating a chart

### **Templates and Styles**

- Working with templates
- Working with styles

### **Macros**

- Creating macros
- Adding custom controls

### **Analysing Data**

- Using GoalSeek
- Using Solver
- Using Data Tables
- Scenario Manager

### **Security and Proofing**

- Protecting Excel files
- Worksheet protection
- Using data validation
- Using text to speech

### **Customising Excel 2003**

- Customising toolbars
- Customising the environment

### **Collaboration and Consolidation**

- Sharing workbooks
- Sending workbooks
- Consolidating data