

MICROSOFT EXCEL 2003 PART II**1 DAY**

This course is intended to build on an individual's knowledge of Microsoft Excel 2003. Its aim is to further explain topics such as Formulas and Functions as covered in the Microsoft Excel 2003 Part I course. New components have also been introduced, such as Macros and the use of Database functions. On completion of the course it is hoped that the attendees will have a good, practical working knowledge of the subjects listed here and a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Outlining a Worksheet

- Using Auto Outline
- Removing an Outline
- Manual Outlining
- Expanding and Collapsing the Outline

Unit 2 – Functions & Formulas

- Entering Formulas
- Entering Functions
- Copying Formulas
- Function Wizard
- Relative and Absolute Cell References
- Formula and Function Errors

Unit 3 – Multi-page Worksheets

- Adding Sheets
- Renaming a Sheet
- Using Clipboard
- Creating a Group
- “Punch Through”
- Moving and Deleting Sheets
- Multi-Page Formulas

Unit 4 – Linking Workbooks

- Window Tiling
- Linking Two or More Workbooks
- Formulas Spanning Workbooks
- Examples of DDE & OLE

Unit 5 – Excel as a Database

- What is a Database?
- Using A Database
- Sorting Data
- Extracting Data with AutoFilter
- Multi-Level Sorting
- Custom AutoFilter
- And & Or Logic
- Removing AutoFilter
- Database Forms
- Adding and Deleting Records
- Finding Records

Unit 6 – Macro Introduction

- Recording a Macro
- To Run the Macro
- Command Buttons
- Assigning the Macro to a Toolbar Icon
- To Assign a Macro to the Menu Structure
- To add a Shortcut Key
- To Delete a Macro
- Visual Basic Code