



Excel 2003 Advanced

Prerequisites

Excel 2003 Intermediate or equivalent skills. Must be able to work with multiple worksheets, use named ranges and work with a variety of functions. Knowledge of using database features is required.

Duration 1 day(s)

Working with Advanced Functions

- Working with Functions
- Using the IF Function
- Nesting Functions
- Using Multiple Conditions with the IF Function
- Using Table Lookup Functions
- Using Text Functions
- Using One-Input Data Tables
- Using Two-Input Data Tables

Analyzing Data

- Using Automatic Outlining
- Consolidating Information by Position or Category
- Inserting Subtotals
- Creating an Advanced Filter
- Using Database Functions

Using PivotTables

- Understanding PivotTables
- Using the PivotTable and PivotChart Wizard
- Laying out a PivotTable on a Worksheet
- Modifying PivotTable Fields
- Working with Page Fields
- Refreshing a PivotTable

Enhancing PivotTables

- Formatting a PivotTable
- Working with Summary Functions
- Sorting Items in a PivotTable
- Grouping Data
- Using AutoShow in a PivotTable
- Creating a Calculated Field
- Creating a Calculated Item
- Creating Charts from PivotTables

Working with Data Analysis Tools

- Creating Scenarios
- Working with Scenarios
- Using Goal Seek

- Understanding Solver
- Defining a Problem
- Solving a Problem
- Generating a Report of Results and Alternate Solutions

Working with Macros

- Recording a Macro
- Executing a Macro
- Creating a Macro Button
- Working with Macro Buttons

Using Special Features

- Importing and Exporting Data
- Working with Hypertext Links

Using Shared Workbook Features - Optional

- Working with Shared Workbooks
- Configuring a Workbook for Shared Use
- Highlighting Tracked Changes
- Working in a Shared Workbook
- Reviewing Shared Workbook Changes
- Removing a Workbook from Shared Use
- Merging Workbooks