

Microsoft Excel 2003



Excel is a spreadsheet software programme that allows you to input and manage numerical and other types of data. Information entered into an Excel spreadsheet can be used to carry out automated calculations and analyses ranging from simple sums to complex mathematical formulae. Information can be presented in many different styles of graphs and charts and data can be sorted into different groups upon which intricate statistical analyses may be carried out.

Excel can be used as a powerful database in its own right with no need for other database software. You can also easily share information with other Microsoft products and incorporate pictures, logos or clipart to your work.

The following lists are by no means exhaustive; however they show many of the features you will learn from the individual training courses. Each separate course takes about 10-12 hours to complete.

Beginners

- Menus & Toolbars
- Views Re-sizing & Zooming
- Basic Spreadsheet Skills
- Navigating Large Workbooks
- Selecting in Worksheets
- Simple Formulae & Functions
- Spreadsheet Maths
- Editing Formulae
- Decimal places
- Currency & Percent format
- Number Categories
- Auto Sum
- Copying & Moving Cells
- Relative & Absolute References
- Undo, Redo & Repeat
- Inserting & Deleting Rows & Columns
- Hiding & Showing Rows & Columns
- Column Width & Row Height
- Font Formatting
- Format Painter
- Using Help

Intermediate

- Practice with Formulae
- AutoCalculate
- Introducing Functions
- Date Function
- Financial Functions
- Conditional Functions
- Charts introduction
- Chart Wizards
- Types of chart
- Chart Options
- Chart Colours & Formatting
- Cell Alignment
- Cell Borders
- Sorting Data
- Find & Replace
- Multiple Workbooks
- Move & Copy Worksheets
- Emailing Workbooks & Worksheets
- Web Pages & Web Page Preview
- Filling Cells
- AutoFill
- Creating Series
- Custom Lists
- Cell Names

Advanced

- Subtotals
- What-if Analysis-Data Tables
- What-if Analysis-Goal Seek
- Protection & Security
- Querying & Filtering
- Linking Data
- More on Charts
- Functions Overview
- Functions-IF/AND/OR/ISERROR
- Functions-TODAY/DAY/MONTH/YEAR
- Functions-COUNT & Related Functions
- Functions-LOOKUP & Related Functions
- Functions-Converting Text
- Pivot Tables & Pivot Charts
- What-if Analysis – Scenarios
- Formula Auditing
- Macros
- Macro Security
- Templates

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