



MS-Excel Advanced Training Seminar

Who Should Attend:

This seminar is ideal for persons who have already mastered MS-Excel Level 1 & Level 2.

Duration: 2 days

Prerequisite(s) or equivalent knowledge:

Excel 2000 – Level 1

Excel 2000 – Level 2

Objectives

At the end of this training seminar participants will be able to:

- Explore and utilize advanced excel techniques
- Comfortably create and modify a document using tables, text formatting, clip arts, columns and other essential features
- Retrieve and modify a spreadsheet using charts, functions and advanced formulas
- Modify spreadsheet display using enhancement features such as borders, color, shading shadow, font, etc.

Overview:

Students will learn various advanced techniques for analyzing and manipulating data in Excel 2000.

Lesson 1: Working with Multiple Worksheets
a. Working with Workbooks
b. Linking Cells in Different Workbooks
c. Workbook Versus Links and Workspaces

Lesson 2: Consolidating and Analyzing Data
a. Consolidating Data from More Than One Worksheet
b. Using the Goal Seek and Solver Utilities
c. Using Scenario Manager to View a Worksheet with Different Input Values

Lesson 3: Using Protection and Display Options

a. Using Comments

b. Protecting Workbooks

Lesson 4: Advanced Formula Construction

a. Using Names

b. Using the IF Function

c. Using the VLOOKUP Function

Lesson 5: Introduction to Macros

a. Running Macros

b. Recording a Macro

c. Viewing and Editing VBA Code

Lesson 6: Customizing the Work Area

a. Working with Built-in Toolbars

b. Using Custom Toolbars

c. Creating and Using Styles

d. Using Templates

Lesson 8: Working with Interactive Excel Web Documents

a. Saving Excel Worksheets as Web Documents

b. Spreadsheet Web Components
