

MOS Expert Excel 2003

This course will enable the user to use Excel to an Advanced level

Importing and Exporting Data

- Import data from text files (insert, drag-and-drop) operations
- Import from other applications
- Import a table from an HTML file (insert and drag and drop operations, including HTML round tripping)
- Export to other applications Using Templates
- Apply templates
- Edit templates
- Create templates Using Multiple Workbooks
- Use a workspace
- Link workbooks Formatting Numbers
- Apply number formats (accounting, currency, and number)
- Create custom number formats
- Use conditional formatting Printing Workbooks
- Print and preview multiple worksheets
- Use the Report Manager Working with Named Ranges
- Add and delete a named range
- Use a named range in a formula
- Use Lookup Functions (Hlookup or Vlookup) Working with Toolbars
- Hide and display toolbars
- Customize a toolbar
- Assign a macro to a command button Using Macros
- Record macros
- Run macros
- Edit macros Auditing a Worksheet
- Work with the Auditing Toolbar
- Trace errors (find and fix errors)
- Trace precedents (find cells referred to in a specific formula)
- Trace dependents (find formulas that refer to a specific cell) Displaying and Formatting Data
- Apply conditional formats
- Perform single and multilevel sorts
- Use grouping and outlines
- Use data forms
- Use subtotaling
- Apply data filters
- Extract data
- Query databases
- Use data validation Using Analysis Tools
- Use the Microsoft PivotTable® autofilter
- Use Goal Seek
- Create Microsoft PivotChart® reports
- Work with Scenarios
- Use Solver
- Use data analysis and PivotTable
- Create interactive tables for the Web with PivotTable
- Add fields to a table using the Web browser Collaborating with Workgroups
- Create, edit, and remove a comment
- Apply and remove worksheet and workbook protection
- Change workbook properties
- Apply and remove file passwords
- Track changes (highlight, accept, and reject)
- Create a shared workbook
- Merge workbooks