

MICROSOFT EXCEL V2003 ADVANCE COURSE OUTLINE PART 1 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a good working knowledge of Microsoft Excel, and may have already attended the Intermediate courses.

Topics to be covered

Handling multiple files

- Displaying multiple files on the screen at the same time

- Creating linking formulas

 - Add

 - Subtract

 - Multiple

 - Divide

- Updating formulas automatically

Workspaces

- Creating workspaces

- Using workspaces

VLOOKUP function

IF function

- AND function incorporated within the IF function

- Nested IF functions

Formula auditing

- Precedents

- Dependents

- Error cells

