

MICROSOFT EXCEL V2003 ADVANCE COURSE OUTLINE PART 2 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 and/or the part 1 of the advanced course.

Topics to be covered

Macros

- Creating macros using the record feature
- Editing the recorded macros
- Deleting macros
- Attaching macros to buttons
- Creating buttons on the worksheet
- Creating buttons on the toolbar

Templates

- Creating templates
- Saving templates
- Editing templates
- Deleting templates

Track changes

- Accept changes
- Reject changes

Scenarios

- Create scenarios
- Show scenarios
- Edit scenarios
- Summarize scenarios
- Delete scenarios

Goal Seek

Consolidate data

Custom views

- Creating and using views

