

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

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a working knowledge of Microsoft Excel, and may have already attended the part 1 and 2 Introduction courses.

Topics to be covered

Multiple Sheets

- Inserting sheets
- Deleting sheets
- Renaming sheets
- Moving sheets
- Creating formulas across multiple sheets

Statistical Functions

- Count
- Counta
- Max
- Min
- Average
- Averagea

Date functions

- Now and Today

Customising the toolbar

- Adding and removing buttons

Comments

- Adding comments
- Deleting comments
- Editing comments
- Viewing comments

Conditional formatting

- Creating conditional formats
- Deleting conditional formats

