

# MICROSOFT EXCEL V2003 INTERMEDIATE COURSE OUTLINE PART 2 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 Introduction courses and/or part 1 of the Intermediate course.

## Topics to be covered

### Database features

- Sorting data
- Filtering data
- Form
- Subtotals
- Advanced filter

### Database Functions

- Dsum
- Daverage
- Dmax
- Dmin
- Dcount

### PivotTables

- Creating and modifying PivotTables
- Creating PivotCharts

### Protection of data

- Cell protection
- Worksheet protection
- Workbook protection

### Panes

- Freezing panes
- Unfreezing panes

### Named Ranges

- Creating, modifying and deleting named ranges

