

Get Started Here

Microsoft Excel is a sophisticated spreadsheet program with many advanced features designed to increase the user's productivity.

One-on-One Personal Computer Training provides advanced Excel 2003 training that will enable the student to become productive with the product.

Learning Outcomes

This course is designed for people who are already familiar with the basic features of Excel 2003.

At the end of the course, the student will be able to:

- ☞ Apply advanced formatting techniques
- ☞ Take advantage of features such as styles, templates, arrays, outlining and auditing tools
- ☞ Import and export data
- ☞ Customise Excel
- ☞ Create and use databases
- ☞ Record and edit simple macros
- ☞ Use powerful analytical tools
- ☞ Combine data from different worksheets with linking and consolidation
- ☞ Control the presentation of data with Scenario Manager, Report Manager and pivot tables
- ☞ Add images and clip art
- ☞ Create a web page
- ☞ Improve the appearance of worksheets and charts

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review

Contents

Level 3

- ☞ Styles and templates
- ☞ Ranges, array formulas and Paste Special
- ☞ Changing defaults, options, customising toolbars and number formats
- ☞ Hiding worksheets, rows & columns and zeros
- ☞ Importing and exporting data
- ☞ Introduction to lists
- ☞ Sorting and finding records
- ☞ What-if analysis
- ☞ Look-up tables, data tables and iteration
- ☞ Protecting files, workbooks, worksheets and cells
- ☞ Auditing toolbar, cell comments and printing options
- ☞ Editing and formatting charts

Level 4

- ☞ Creating, editing and updating links in worksheets
- ☞ Consolidating data by position or category
- ☞ Filtering data in lists
- ☞ Pivot tables
- ☞ Creating and using outlines
- ☞ Database functions, sub-totals, grand totals and the Conditional Sum Wizard
- ☞ Introduction to macros
- ☞ Analytical tools such as goal seeking and Solver
- ☞ Scenario Manager
- ☞ Add-ins such as Report Manager
- ☞ Backgrounds, clip art and graphics objects
- ☞ Creating and viewing a web page
- ☞ Structure Workbooks Using XML
- ☞ Share Workbooks
- ☞ Track, Accept and Reject Changes to Workbooks
- ☞ Adding, Formatting and Resizing Graphics

Prerequisites

Students should already be familiar with PCs and Windows but should have completed the Introduction to Excel 2003.

Enquiries

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