



## ***Roade IT Training***

**The Roade to Successful IT Training**  
*Specialists in Microsoft Office & All Corporate Computer Training*

### **Course Outline**

## **Microsoft Excel 2003 Advanced Level**

### **Overview**

The skills and knowledge gained on this course covers aspects of Microsoft Excel beyond building basic workbooks and deals with workbook automation and productivity features.

### **Target Audience**

This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills in the more advanced areas of Excel such as goal seeking, linking, macros, web publishing and PivotTables.

### **Objectives**

At the completion of this course participants will be able to:

- nest functions to create complex formulas
- use advanced filters to analyse data in a list
- use a variety of data validation techniques
- use goal seeking to determine the values required to reach a desired result
- create, use and modify data tables
- create and work with scenarios and the Scenario Manager
- create, modify and work with PivotTables
- use linking to create more efficient workbooks
- combine data in separate worksheets or workbooks using consolidation
- publish workbooks and worksheets for the web
- summarise data using subtotals and relative range naming
- confidently open workbooks that contain macros
- create recorded macros in Excel
- use the macro recorder to create a variety of macros.

### **Prerequisites**

This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and use a variety of functions and formulas, have a basic understanding of absolute and relative referencing, be able to use names and labels and sort lists

### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

### **Course Cost**

From £400. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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### Course Contents

- 1 Nesting Functions**
  - a) Scoping A Formula
  - b) Developing A Nested Function
  - c) Creating A Nested Function
  - d) Editing A Formula With Nested Functions
  - e) Copying A Formula With Nested Functions
  - f) Concatenation
- 2 Advanced Filters**
  - a) Advanced Filter Concepts
  - b) Using An Advanced Filter
  - c) Extracting Records With Advanced Filter
  - d) Using Formulas In Criteria
  - e) Using Database Functions
- 3 Validations**
  - a) Validation Techniques
  - b) Data Validation By Number Range
  - c) Testing Data Validation
  - d) Input Messages
  - e) Creating Error Alerts
  - f) Creating Drop-Down Lists
  - g) Using Formulas As Validation Criteria
  - h) Creating Custom Validation Criteria
  - i) Number Formats With Built-In Logic
  - j) Conditional Formatting
  - k) Copying Data Validation Settings
- 4 Goal Seeking**
  - a) Goal Seek Components
  - b) Using Goal Seek
- 5 Data Tables**
  - a) Using A Simple What-If Model
  - b) Creating A One-Variable Table
  - c) Using One-Variable Data Tables
  - d) Creating A Two-Variable Data Table
  - e) Table
- 6 Scenarios**
  - a) Creating A Default Scenario
  - b) Creating Scenarios
  - c) Using Names In Scenarios
  - d) Displaying Scenarios
  - e) Creating A Scenario Summary Report
  - f) Merging Scenarios
- 7 Pivot Tables**
  - a) PivotTable Theory
  - b) Creating A Simple PivotTable
  - c) Adding Row Fields To A PivotTable
  - d) Using The Page Field In A PivotTable
  - e) Filtering Row And Column Values
  - f) Formatting A PivotTable
  - g) Counting With PivotTables
  - h) PivotTable Summary And Display Options
  - i) Show Data As Percentages In PivotTables
  - j) Calculated Fields In PivotTables
  - k) Calculated Items In PivotTables
  - l) Creating A PivotChart
  - m) Modifying A PivotChart Via The PivotTable
- 8 Linking Workbooks**
  - a) Linking Data In Excel
  - b) Linking Within A Workbook
  - c) Linking Between Workbooks
  - d) Updating Links Between Workbooks
- 9 Consolidation**
  - a) Consolidating Data With Identical Layouts
  - b) Consolidating Data With Different Layouts
  - c) Consolidating Data Using A PivotTable
  - d) Consolidation Quick Reference
- 10 Excel On The Web**
  - a) Previewing Workbooks As Web Pages
  - b) Publishing A Static Worksheet
  - c) Adding To An Existing Web Page
  - d) Publishing An Interactive Web Page
- 11 Summarising Data**
  - a) Creating Subtotals
  - b) Using A Subtotalled Worksheet
  - c) Creating Nested Subtotals
  - d) Copying Subtotals
  - e) Using Subtotals With AutoFilter
  - f) Installing The Conditional Sum Wizard
  - g) Using The Conditional Sum Wizard
  - h) Creating Relative Names For Subtotals
  - i) Using Relative Names For Subtotals
- 12 Macro Virus Control**
  - a) Opening Workbooks With Macros
  - b) Setting Macro Security Levels
  - c) Trusting Publishers
  - d) Creating A Digital Signature
  - e) Removing A Trusted Publisher
- 13 Recorded Macros**
  - a) Setting Macro Security Levels
  - b) Recording A Simple Macro
  - c) Running A Recorded Macro
  - d) Relative Cell References
  - e) Running A Macro With Relative References
  - f) Viewing A Macro Module
  - g) Modifying A Recorded Macro
- 14 Recorder Workshop**
  - a) Preparing Data For An Application
  - b) Recording A Summation Macro
  - c) Recording Consolidations
  - d) Recording Divisional Macros
  - e) Testing Macros
  - f) Creating Objects To Run Macros
  - g) Assigning A Macro To An Object



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