



MICROSOFT EXCEL - ADVANCED

A One Day Course Covers:

1. Templates and Views

- Creating Workbook Templates
- Custom Templates
- Default Templates
- Storing Templates
- Creating Custom Views
- Saving the Excel Workspace

2. Using Styles

- Creating and Applying a New Style
- Modifying Styles
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3. Importing and Exporting Data

- Using Paste Special
- Object Linking and Embedding
- Importing Data from Text Files
- Importing from other Applications
- Importing a Table from an HTML File

4. Problem Solving

- Goal Seeking
- Using Solver
- Scenario Manager; Scenario Summaries
- Merging Scenarios

5. Data Management

- Searching for Data with Advanced Filters
- Compiling Consolidations
- Summarising Data with Outlines
- Analysing Data with PivotTables
- Creating a PivotTable
- Modifying a PivotTable

6. Working with Multiple Workbooks

- Creating Workspace Files
- Linking Workbooks
- Creating Formulas to Link Data

7. Worksheet Auditing

- Adding Comments to the Worksheet
- Using Worksheet Auditing Tools
- Data Entry Validation
- Validating the Whole Worksheet
- Auditing Data Dependency
- Finding and Replacing Data

8. Advanced Charting Facilities

- Using Custom Chart Templates
- Adding and Deleting Chart Data
- Changing Chart Values
- Creating Projections with Trendlines
- Creating Combination Charts
- Creating Data Map Charts

9. Using Macros

- Understanding Macros
- Recording a Basic Macro
- Running a Macro
- Macro Virus Protection
- Assigning a Macro to a Toolbar

