



Microsoft Excel 2003 Level 3

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows 2000: Basic, Excel 2003: Basic</p> <p>Course Overview:</p> <p>Use names to make formulas easier to understand; use the IF and SUMIF functions to calculate a value based on specified criteria; use the nested IF function to evaluate complex conditions; use the ROUND function to round off numbers; and use the PMT function to calculate periodic payments for a loan.</p> <p>Use the VLOOKUP function to find a value in a worksheet list; use the MATCH function to find the relative position of a value in a range; use the INDEX function to find the value of a cell at a given position within a range; and use data tables to project values.</p> <p>Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data.</p> <p>Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.</p>	<p>Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file.</p> <p>Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells.</p> <p>Run a macro to perform tasks automatically.</p> <p>Publish a worksheet as an interactive Web page.</p> <p>Use SharePoint services to create shared workspaces.</p> <p>Outline:</p> <p>Working with advanced formulas</p> <p>Using names</p> <p>Using decision-making functions</p> <p>Creating nested functions</p> <p>Using financial functions</p> <p>Lookups and data tables</p> <p>Working with lookup functions</p> <p>Using MATCH and INDEX</p> <p>Creating data tables</p> <p>Advanced list management</p> <p>Creating subtotals</p> <p>Validating cell entries</p> <p>Exploring database functions</p> <p>Working with data forms</p>	<p>Working with PivotTables and PivotCharts</p> <p>Working with PivotTables</p> <p>Rearranging PivotTables</p> <p>Formatting PivotTables</p> <p>Working with PivotCharts</p> <p>Exporting and importing</p> <p>Exporting and importing text files</p> <p>Exporting and importing XML data</p> <p>Querying external databases</p> <p>Using analytical options</p> <p>Working with Goal Seek and Solver</p> <p>Working with the Analysis ToolPack</p> <p>Working with scenarios</p> <p>Working with views</p> <p>Working with macros</p> <p>Running and recording a macro</p> <p>Working with VBA code</p> <p>Function procedures</p> <p>Interactive Web pages</p> <p>Creating interactive Web spreadsheets</p> <p>Publishing PivotTables on the Web</p> <p>Using SharePoint services</p> <p>Document Workspaces</p> <p>Appendix A: Smart documents</p> <p>Discussing smart documents</p>
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