

Outsource Services – Course Description

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LearnKey
Training

Excel 2003

Session 1

Section A: Introduction

- Exploring Excel
- Data Types
- Navigating
- Selecting Data
- Noncontiguous Selection

Section B: Workbook Basics

- Entering Data
- Dates
- Numbers
- Fill Handles
- Fill Options
- Save

Section C: Editing Worksheets

- Replace/Edit Data
- Cut, Copy & Paste
- Drag & Drop
- Delete Data
- Rows & Columns
- Change Width & Height
- AutoFit
- Data Validation

Section D: Formatting Data

- Format Toolbar
- Font Format
- Merge & Center
- Format Cells
- Indent
- Borders & Shading
- Layout Options
- Add Graphics

Section E: Advanced Formatting

- Number Formats
- Decimals
- Special Features
- Dates
- Custom Formats
- Create Custom Format
- Conditional Format
- AutoFormat

Section F: Reusable Formats

- Using Templates
- Creating Styles
- Modifying Styles
- Creating Template
- Use/Save Worksheet

Session 2

Section A: Basic Formulas

- Formula Syntax
- Create Formula
- Create & Edit Formulas
- Relative Reference
- Absolute Reference
- Complex Formulas
- Formula Rules

Section B: Formula Auditing

- Tracing
- Evaluate Formula
- Circle Invalid Data
- Watch Window

Section C: Basic Functions

- Function Syntax
- Common Functions
- Building Functions
- Paste Function Box
- Paste Function Button
- AutoCalculate
- Date & Time Functions
- Logical Functions

Section D: Working with Names

- Create Names
- Range Names
- 3-D Names
- Use Names
- Range Functions
- Paste References
- Edit Range

Section E: Organization

- Worksheets
- Copy Worksheets
- Consolidate Data
- Tab Naming

Section F: Charts

- Chart Wizard
- Define Data
- Layout Options
- Position Options
- Charting Toolbar
- Format Options
- 3-D Charts
- Modify Data

Section G: Save & Print

- Save Options
- Save As Web Page
- View Saved Files
- Print Setup
- Page Setup Options
- Print Area

Session 3

Section A: Protecting Data

- Worksheet View
- Cell Protection
- Allow Range Editing
- Protect Sheet
- Protect Workbook

Section B: Sharing Workbook

- Set Up for Sharing
- Comments
- Email for Review
- View Changes
- Track Changes
- Compare Side by Side

Section C: Database

- Defining Databases
- Database Components
- Using Forms
- Filtering with Forms

Section D: Sorting Database

- Freeze Panes
- Sort Buttons
- Sort Columns
- Sort Order

Section E: Database Function

- DFunction Syntax
- Modify Function
- And vs. Or
- Record Count
- VLookup

Section F: Filtering

- AutoFilter
- Multiple Filters
- Custom Filters
- Advanced Filters
- Copy to Location

Section G: Subtotals

- Working with Subtotals
- Count Subtotal
- Average Subtotal
- Grouping
- Linking Workbooks

Excel 2003

5 Sessions –

15 Hours of Interactive Training

Nearly every organization today regardless of size uses spreadsheets to analyze data and do “what if” projections of future scenarios. Whether you’re a spreadsheet novice or have some experience, the Excel 2003 course from LearnKey can help you quickly get up to speed on this latest version of Excel. Expert instructor Erin Olsen uses practical examples to show you Excel fundamentals before moving step-by-step into more advanced topics like graphs, charting, formulas and macros. At the conclusion of this course, you’ll feel confident in your ability to use Excel 2003 for powerful business applications.

About The Author

Since founding PCKeys Technology Solutions in 1995, **Erin Olsen** has personally trained more than 10,000 people worldwide in a wide variety of applications and technologies, and she has helped many organizations transition to using Microsoft, Adobe and Macromedia software tools. A Microsoft Office Specialist Master Instructor, Erin enjoys a reputation for providing solid foundations in skills applicable to real-world needs in an easy-to-understand and fun manner. She combines technical knowledge with real-world experience allowing her to provide a wealth of practical examples and inside tips to help her audience learn, retain and actually apply their skills.

Excel 2003 *continued*

Session 4

Section A: Excel Advanced Features

- Quick Review
- Ways to Manipulate Data
- What-if Analysis Tools
- Goal Seek

Section B: Using Solver

- Setting Solver Parameters
- Modifying Parameters
- Solver Results

Section C: Forecasting with Trendlines

- Terminology
- Trendline Types
- Creating Charts
- Adding Trendlines
- Formatting and Deleting Trendlines

Section D: Working with Scenarios

- Creating Scenarios
- Showing Scenarios
- Modifying Scenarios
- Merging Scenarios
- Scenario Summaries
- Protecting Scenarios

Section E: PivotTables and PivotCharts

- PivotTable Features
- PivotTable Terminology
- PivotTable Fields
- Creating PivotTables
- PivotTable Layout
- Field List and Toolbar
- Modifying PivotTables
- Filtering PivotTables
- PivotCharts
- Grand Totals and Viewing Details

Section F: Capturing Data from the Web

- Basic Options
- Refreshable Web Queries
- External Data Toolbar
- Web Query Options
- Saving Web Queries
- Exporting Web Pages to Excel
- Redirecting Web Queries

Section G: Using XML

- Saving Spreadsheets to XML Format
- Creating XML Maps
- Exporting XML Data

Session 5

Section A: Macros

- Macros Defined
- Naming Rules
- Storing Macros
- Recording a Macro
- Running a Macro
- Editing a Macro
- Absolute vs. Relative Cell Referencing
- Assigning Macros to Buttons

Section B: Web Functionality

- Hyperlinks
- E-mail a Hyperlink
- Hyperlinks Within Files
- Hyperlinks to Other Files
- Optimizing for Web Publication
- Publishing to the Web
- Office Web Components
- Viewing in a Browser
- Republishing

Section C: Customizing the Interface

- General and View Options
- Calculation and Edit Options
- Custom Lists and Chart Options
- Save Options
- Spelling Options
- Security Options
- Customizing Toolbars
- Creating New Menus

Section D: Manipulating the Screen Display

- Freezing Panes
- Splitting Screens
- Opening in a New Window
- Comparing Side by Side

Section E: Working with Templates

- Benefits
- Creating Styles
- Copying and Importing Styles
- Saving Templates
- Using Templates

Section F: Excel with Other Applications

- Word Mail Merge
- Importing Contacts to Outlook
- Outlook Journal Options
- Linking to Outlook Contacts
- Linking to PowerPoint Charts