

Excel 2002: Advanced Elements (1 day)

A course for those who have used Excel frequently and to a high level but wish to complete their knowledge. We would recommend that you consult with one of our experienced course tutors before attending this course. The areas covered include –

Importing Data (xpxa)

Overview: Importing data from external sources and using Microsoft query.

Includes - Using Database Terminology, Importing Data into Excel, Importing text files into Excel, Importing text using the Text Import Wizard, Refreshing data from imported text files, Adding a Data Source, Creating a Query, Using Web Queries, Accessing the New Web Query dialog box, Creating a new Web Query, Saving a Web Query, Setting Web Query options, Running a saved Web Query, Refreshing a Web Query, Refreshing external data without losing the formatting, Refreshing external data automatically

Templates and Styles (xpxa)

Overview: Working with templates and styles.

Includes - Using Templates, Creating a Template, Applying Templates, Using Styles, Creating a Style, Applying a Style, Editing a Style, Deleting a Style, Copying Styles from another Workbook

Analyzing Data (xpxa)

Overview: Using what-if analysis, scenario manager and other data analysis techniques within Excel.

Includes - Using What-If Analysis, Using Goal Seek, Applying Goal Seek, Using Data Tables, Creating a one-variable Data Table, Creating a two-variable Data Table, Speeding up calculations with Data Tables, Using Scenario Manager, Adding a Scenario, Showing a Scenario, Deleting a Scenario, Editing an existing Scenario, Summarizing Scenarios, Using Solver, Installing Solver, Applying Solver, Changing a Constraint, Deleting a Constraint,

Macros and Custom Controls (xpxa)

Overview: Macros and creating buttons and custom controls.

Includes - Using Macros, Recording a Macro, Assigning a shortcut key to your Macro, Running a Macro using the main menu, Running a Macro using a shortcut key, Running a Macro using a button, Working with Buttons, Creating a new Button, Renaming a Button, Formatting Buttons, Linking an existing Macro to a Button, Deleting a Button

Security and Proofing (xpxa)

Overview: Protecting excel files and worksheets, working with digital signatures, spelling, data validation and comments.

Includes - Working with Security Features, Specifying a password for opening a workbook, Specifying a password for saving a workbook, Removing a Workbook Password, Using the Read-only option, Creating backup files automatically, Protecting Worksheets, Un-Protecting Worksheets, Protecting Cells, Using Digital Signatures, Signing a File, Removing a digital signature from a file, Using the Spell Checker, Setting data validation, Creating the Input Message, Displaying an Input Message, Creating the Error Alert, Displaying an Error Alert, Reading back a group of cells, Using Speak On Enter, Turning off Speak On Enter, Working with Comments, Adding a Comment, Displaying a Comment, Editing a Comment, Deleting a Comment,

Customizing Excel 2002 (xpxa)

Overview: Configuring various options within Excel.

Includes - Customizing Excel Options, Customizing View Options, Customizing Calculation Options, Customizing Edit Options, Customizing General Options, Customizing Transition Options, Customizing Custom Lists Options, Customizing Chart Options, Customizing Colour Options, Customizing International Options, Customizing Save Options, Customizing Error Checking Options, Customizing Spelling Options, Customizing Security Options, Displaying Toolbars using the Customize dialog box, Creating a Custom Toolbar, Adding a Menu to a Toolbar, Attaching a Toolbar, Deleting a Custom Toolbar, Resetting a Menu, Resetting a Toolbar, Using Workspace files, Saving your Workspace

Collaboration and Consolidation (xpxa)

Overview: Sharing, sending and consolidating workbooks.

Includes - Using Shared Workbooks, Allowing Workbook Sharing, Customizing Workbook Sharing Options, Comparing and Merging Shared Workbooks, SENDING WORKBOOKS, Sending Workbooks for Review, Sending a Worksheet as Attachment, Routing a Workbook, Routing a Workbook to the next recipient, Consolidating, Consolidating data over several Worksheets, Consolidating selected rows and columns from several Worksheets