

AVP Training

Computer Software Training & Consulting

Excel 2003 Advanced (Level 3)

General Description

Acquire the skills to perform advanced data analysis, create flexible and powerful summary reports, produce web compatible content and automate Excel operations using macros

Learning Outcomes

- Create complex formulae using nested functions
- Analyse data in lists via advanced filtering operations
- Check the validity of data using various data validation techniques
- Use goal seeking to determine the inputs required to achieve a desired outcome
- Create and apply scenarios to existing worksheet models
- Generate and modify summary reports using PivotTables
- Produce linking formulae to reference data between worksheets and/or workbooks
- Summarise data in separate worksheets or workbooks using data consolidation
- Publish workbooks and worksheets for Web access
- Safely open workbooks with macros
- Create recorded macros to automate Excel procedures
- Use the macro recorder to create a variety of macros

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Intermediate understanding of Microsoft Excel

<p>Course Topics</p> <p>Excel 2003 Advanced (Level 3)</p>	Nesting Functions
	Advanced Filtering
	Validating Data
	Goal Seeking
	Data Tables
	Scenarios
	PivotTables & PivotCharts
	Linking Workbooks
	Consolidating Data
	Excel on the Web
	Summarising Data
	Macro Virus Control
	Recording Macros
Macro Recording Workshop	

<p>AVP Training Computer Software Training & Consulting</p> <p>PO Box 100 Pascoe Vale South, VIC 3044</p> <p>ABN: 51 105 755 484</p>	<p><i>'Training you to achieve'</i></p>	<p>Andrew Papadakis</p> <p>M: 0419 220 525</p> <p>E: avptraining@optusnet.com.au</p> <p>W: www.avptraining.com.au</p>
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