

Excel

Excel Level 1

Aimed at the novice user who need to know the essentials for creating financial documents

Excel Level 2

Aimed at the self taught or anyone who is familiar with the essentials of financial documents & wants to create budgets & financial reports

Excel Level 3

Aimed at anyone who wants to use advanced financial analysis techniques

VBA for Excel

Aimed at the Power User or anyone who wants to put their Excel strength to work

Microsoft Excel 2003 - Level 3

Advanced Financial Analysis with MS Excel

Course Description

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Excel 2003 effectively.

Pre-Requisites

This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, create formulas and use functions.

Outcomes

At the completion of this course, participants will be able to:

- Protect data
- Use Lookup functions
- Nest functions to create complex formulas
- Use advanced filters
- Use data validation techniques
- Use goal seeking
- Create, use and modify data tables
- Use the Scenario Manager
- Create, modify and work with PivotTables
- Group cells and use Outlines
- Use linking
- Share workbooks with other users
- Combine data using Consolidation
- Publish workbooks for the web
- Create macros

Course Details

Duration: 1 days

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



Learning Solutions

(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Nesting Functions Workshop

- Scoping a Formula
- Developing a Nested Function
- Creating a Nested Function
- Editing a Formula With Nested Functions
- Copying a Formula With Nested Functions
- Concatenation

Ø Advanced Filters

- Advanced Filter Concepts
- Using An Advanced Filter
- Using Formulas in Criteria
- Using Database Functions

Ø Validations

- Validation Techniques
- Data Validation By Number Range
- Testing Data Validation
- Input Messages
- Creating Error Alerts
- Creating Drop-Down Lists
- Using Formulas As Validation Criteria
- Creating Custom Validation Criteria
- Number Formats with Built-in Logic
- Conditional Formatting
- Copying Data Validation Settings

Ø Goal Seeking

- Goal Seeking Components
- Using Goal Seeking

Ø Data Tables

- Using A Simple What-If Model
- Creating A One-Variable Data Table
- Using One-Variable Data Tables
- Creating A Two-Variable Data Table

Ø Scenarios

- Creating A Default Scenario
- Creating Scenarios
- Using Names In Scenarios
- Displaying Scenarios
- Creating A Scenario Summary Report
- Merging Scenarios

Ø Pivot Tables

- PivotTable Theory
- Creating A Simple PivotTable
- Adding A Row Field To A PivotTable
- Using The Page Field In A PivotTable
- Filtering Row And Column Values
- Formatting A PivotTable
- PivotTable Summary and Display Options
- Show Data as Percentages In PivotTables
- Calculated Fields In PivotTables
- Creating a PivotChart
- Modifying a PivotChart

Ø Outlining

- Creating an automatic Outline
- Working With an Outline
- Creating a Manual Outline

Ø Linking Workbooks

- Linking Data In Excel
- Linking Within and between Workbooks
- Updating Links Between Workbooks

Ø Sharing Workbooks

- Sharing a Workbook
- Checking and Removing Sharing
- Tracking Changes
- Turn Off Change Tracking

Ø Consolidation

- Consolidating Data With Identical Layouts
- Consolidating Data With Different Layouts
- Consolidating Data Using a PivotTable

Ø Excel On The Web

- Publishing a Static Worksheet
- Publishing an Interactive Web Page

Ø Recorded Macros

- Setting Macro Security Levels
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Viewing a Macro Module
- Modifying a Recorded Macro

Ø Recorder Workshop

- Recording Macro
- Divisional Macros
- Testing Macros
- Creating Objects To Run Macros
- assigning a Macro To an Object

Ø Macro Virus Control

- Setting Macro Security Levels