

Excel 2003; Power User, 2nd Edition

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Course Length: 1-day (6 hours)

Prerequisites: Excel 2003: Level 3 or equivalent experience

What's in Excel 2003; Power User, 2nd Edition:

This ILT Series course, rated 4.8/5.0 in overall quality by ProCert Labs, is designed to give experienced Excel users proficiency in how to use formulas, functions, arrays, and add-ins for manipulating and analyzing data.

Objectives

- Use text and information functions, enter array formulas, and apply labels in formulas.
- Paste only certain parts of cell data, select cells containing particular kinds of data or formatting, and use advanced formatting techniques.
- Use built-in, custom chart types to represent data in unusual ways; insert clip art and picture files in worksheets and charts; and create user-defined chart types.
- Use wizards to add commands and functions to Excel; use advanced Solver features; and use various Analysis ToolPak tools to analyze data; and embed and link objects in a worksheet.
- Create and use custom lists, change various default settings, use AutoRecover and AutoCorrect, and smart tags.

Topic-Level Outline

Unit 1 : Advanced formulas, functions, and arrays

*Topic A: * Text functions*

A-1: Using text functions

*Topic B: * Information functions*

B-1: Using IS functions

B-2: Using the CELL function

*Topic C: * Array formulas*

C-1: Using an array formula

*Topic D: * Labels*

D-1: Using labels in formulas

Unit 2 : Advanced editing and formatting

*Topic A: * The Paste Special command*

A-1: Copying formulas and values

A-2: Copying a validation

A-3: Applying a mathematical operation to copied data

A-4: Transposing rows and columns

A-5: Linking data

*Topic B: * The Go To Special dialog box*

B-1: Finding formulas that result in errors

B-2: Finding precedent and dependent cells

*Topic C: * Advanced formatting features*

C-1: Applying an AutoFormat

C-2: Merging styles

Unit 3 : Advanced graphics

*Topic A: * Creating a custom chart*

A-1: Creating a cone chart

A-2: Creating a B&W Column chart

A-3: Creating a Line - Column chart

*Topic B: * Working with pictures*

B-1: Inserting clip art

B-2: Inserting a picture as a chart background

B-3: Creating a user-defined chart type

Unit 4 : Analyzing and sharing information

*Topic A: * Using add-ins*

A-1: Using the Conditional Sum Wizard

A-2: Using the Lookup Wizard

*Topic B: * Solver models and reports*

B-1: Saving a problem model

B-2: Loading a problem model

B-3: Creating an Answer report

*Topic C: * Statistical analysis tools*

C-1: Analyzing data covariance

C-2: Measuring correlation of data

C-3: Calculating a moving average

*Topic D: * Embedding and linking*

D-1: Inserting an embedded object

D-2: Inserting a linked object

Unit 5 : Advanced customization

*Topic A: * Custom lists*

A-1: Creating and using a custom list

A-2: Modifying a custom list

*Topic B: * Changing default settings*

B-1: Limiting iterations

B-2: Changing the default font and file location

B-3: Opening a file automatically at startup

*Topic C: * Automating Excel*

C-1: Using the AutoRecover feature

C-2: Using the AutoCorrect feature

C-3: Applying smart tags to cells