

Excel 2003: Advanced

(Course Number: OFFT-3832)

Topic-Level Outline

Prerequisites: *Excel 2003: Intermediate* or equivalent experience

Participants will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use SharePoint services.

Working with advanced formulas

Using names
Using decision-making functions
Creating nested functions
Using financial functions

Lookups and data tables

Working with lookup functions
Using MATCH and INDEX
Creating data tables

Advanced list management

Creating subtotals
Validating cell entries
Exploring database functions
Working with data forms

Working with PivotTables and PivotCharts

Working with PivotTables
Rearranging PivotTables
Formatting PivotTables
Working with PivotCharts

Exporting and importing

Exporting and importing text files
Exporting and importing XML data
Querying external databases

Using analytical options

Working with Goal Seek and Solver
Working with the Analysis ToolPak
Working with scenarios
Working with views

Working with macros

Running and recording a macro
Working with VBA code
Function procedures

Interactive Web pages

Creating interactive Web spreadsheets
Publishing PivotTables on the Web

Using SharePoint services

Document Workspaces