Course Outline- Excel Professional : a one-day training course

Auditing an Excel Worksheet

- Apply data validation rules and display user prompts
- Work with the Auditing toolbar
- Trace and fix errors
- Trace precedents and dependents
- Use the Formula Error Checker
- Use the Formula Evaluator to obtain results in part of a formula
- Use the Watch Window to view results in cells
- Display formulae in worksheet cells

Working with Data Lists

- Create a data list
- Perform single and multi-level sorts
- Apply a filter to a data list
- Use a form to view, sort and enter records

Data Management

- Extract data using advanced filters
- Group and subtotal data using the outlining tools
- Use Dfunctions for calculations on a data list
- Query a database
- Understand and work with a data source
- Format external data
- Query data from XML data sources

PivotTable and PivotChart Reports

- Analyze data using a PivotTable Report
- Create a PivotChart Report
- Use PivotTable AutoFormat
- Create PivotTable Lists for the web
- Add fields to a PivotTable using a web browser

Using Analysis Tools

- Use one- and two-input data tables to resolve What-If? calculations
- Solve a problem using Goal Seek
- Use Solver to calculate complex problems
- Create What-If analyses using the Scenario Manager

Sharing Excel Workbooks

- Create, edit and remove a comment
- Apply and remove worksheet and workbook protection
- Apply and remove file passwords
- Create a shared workbook
- Track changes and resolve conflicting changes
- Merge workbooks
- Route a workbook by email for review

Creating Diagrams in Excel

- Build an organization chart
- Modify an organization chart
- Create and modify a diagram

Microsoft Excel Professional

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Course Aims

This one-day training course will give students the ability to analyze and manipulate data and to share workbooks in a team workgroup environment. Students will learn how to audit and analyze data using outlines, PivotTables, Goal Seek, Solver and Scenario Manager and to use the workgroup features of Microsoft Excel.

Course Objectives

Upon successful completion of this Professional course, students will be able to:

- Audit an Excel worksheet
- Analyse and report using PivotTables
- Work with data lists; use forms to manipulate records
- Use data management and database functions
- Perform what-if and Goal Seek operations
- Share and merge workbooks
- Create and modify diagrams / organisation charts

Who Should Attend?

Users with a good understanding of Microsoft Excel who want to consolidate and expand on their knowledge.

Note : Students should have the ability to create, format and print workbooks incorporating advanced formulae and custom formatting and be able to import and export data in different formats.