

MS Excel 97 Advanced

This Two Day workshop has been designed to show the power of advanced features and illustrate the potential of Microsoft Excel 97.

Learning Outcomes

By the end of this course students will be able to report on data in a list, edit and analyse complex data using advanced features, incorporate complex built-in functions in a Worksheet and record macro's to automate repetitive tasks

Prerequisites

This course is designed for students with a good solid knowledge of the majority of Excel's components. Basic computer awareness, keyboard and mouse skills are essential.

Section One

- Create a template with data tracking
- Reporting on lists using Pivot Tables
- Applying Excel functions:
 - IF, SUMIF and COUNTIF
 - AND, OR, ISBLANK and ISERROR
 - VLOOKUP, HLOOKUP, MATCH

Section Two

- Creating and using range names
- Storing sets of data as scenarios
- Manipulating data using outlining
- Storing different data displays using views
- Printing your scenarios and views

Section Three

- Recording and running a macro
- Attaching macros to buttons, toolbars and menus
- Solving 'what if' problems
- Using Goal Seeker
- Using the Solver
- Working with Data tables

Section Four

- The MS Query window
- Extracting data from a list or database using MS Query

Section Five

- Using Data Maps
- Adding Maps to workbooks

Section Six

- Working with Styles
- Saving formatting using styles

Section Seven

- Importing and Exporting data
- File format converters supplied with Excel

Section Eight

- Workgroup Tools
- Sharing a Workbook
- Resolving conflicting changes
- Merging changes from a shared workbook
- Limitations in shared workbooks

Section Nine

- Excel and the Web
- Previewing your Web page
- Editing your Web page

Appendix

- Map data
- More on extracting data from other applications
- Add-ins Manager
- Array Formulae
- Database functions
- Statistical functions
- Analysis Toolpack Tips when using Excel

