



Microsoft® Office Excel 2003/7

This isn't Excel, it's Magic

Level I : 16 Hrs [Basic User]

Spreadsheet Basics
Basic Functions
Basic Features [Shortcuts, Tips & Tricks]
Basic Formatting
Working with Lists, Subtotals, Conditional Formatting
Introduction to Pivot tables
Basic Charts

Level II : 16 Hrs [Power User]

Advanced & Nested Functions
Array Formulas
What-If-Analysis Features

- Data Tables
- Scenarios
- Goal Seek & Solver

Advanced Filters
Advanced Formatting
Advanced Features

- Consolidation
- Outlines
- Lists
- Subtotals
- Macros

Pivot Tables & Charts
Advanced Charts

Level III : 24 Hrs [Black Belt]

Advanced & Nested Functions
Array Formulas
What-If-Analysis Features

- Data Tables
- Scenarios
- Goal Seek & Solver

Advanced Filters
Advanced Formatting
Advanced Features

- Consolidation
- Outlines
- Lists
- Subtotals
- Macros

Pivot Tables & Charts
Advanced Charts
VBA [Visual Basic for Application]

- Recording Macros
- Using Ranges
- Getting Information from User
- Scope of variables
- Using the Immediate window
- Function macros

VBA loops, errors, file access
Printing & Comparing Ranges
Userforms
Commandbars
Events



Duration: 24 Hrs

Being able to use the full power of Excel has important business advantages. Solutions to corporate problems are directly, more easily, and more quickly at hand when you are able to use features like: Pivot Tables, Data Filtering, Advanced Formatting Techniques, and Advanced Charts.

This course provides practical skills, concepts and principles you can take back to the job – along with insights you'll need to adapt them to specific project environments.

