

Microsoft Excel 2002 – Level 3

Course Description

This courseware is a continuation of the *Microsoft Excel 2002 – Level 2* courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics. Upon successful completion of this courseware, you will be able to:

- understand how to link workbooks together
- consolidate information from different worksheets
- create and modify data maps
- create a database
- search for data in the database
- create and use PivotTables
- use the Goal Seek and Solve functions to calculate optimal values
- use a data table
- use scenarios
- create and run macros
- use pick lists and data validation
- add comments to worksheet cells
- share your workbooks with other users concurrently
- merge workbooks
- use audit tools on worksheets to identify errors
- create worksheet forms with controls
- import and export data with other applications

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Courseware Outline

Templates & Validating Data

- Using Templates
 - Using Existing Templates
 - Creating Templates
 - Editing Templates
 - Deleting Templates
- Validating Data
- Using Pick Lists

Managing Your Workbooks

- Customizing Toolbars
 - Choosing Different Toolbars
 - Moving and Reshaping Toolbars
 - Adding and Deleting Toolbar Icons
 - Modifying Toolbar Icons
 - Creating a Custom Toolbar or Menu
- Opening a File Automatically
- Using AutoRecover
- Saving a Workspace
- Auditing a Worksheet
 - Error Checking Tool
 - Manual Checking and Displaying Formulas
 - Go To Special Cells
 - Tracing Worksheet Errors
 - Tracing Circular References
- Protecting Your Spreadsheets
 - Worksheet Protection
 - Workbook Protection
 - Protecting Files

Using Analysis Tools

- Using the Goal Seeking Tool
- Using the Solver
- Using a Data Table
 - Single Variable Data Tables
 - Two-variable Data Table
 - Multiple Formulas in a Data Table
- Using Trendlines
 - Creating a Trendline
 - Looking at Trendline Options
- Using PivotTables
 - Creating a PivotTable
 - Creating a PivotChart
 - Using AutoFormat
 - Modifying Field Positions
 - Modifying Data Field Options
 - Creating a Web Page with a PivotTable
- Working with Scenarios
 - Creating Scenarios
 - Using Scenarios
 - Creating Scenario Summaries

Collaborating with Others

- Looking at Workgroup Functions
 - Changing and Displaying Workbook Properties
- Linking Worksheets & Workbooks
 - Creating Linked Workbooks
 - Managing the Links
 - Removing the Links
- Consolidating Data
 - Some Considerations
- Sharing Workbooks
 - Creating a Shared Workbook
 - Resolving Conflicts
 - Tracking Changes
 - Showing History of Changes
 - Removing Shared Use of Workbooks
- Merging Workbooks

Importing and Exporting Data

- Exporting Data
 - Exporting Data as a Text File
 - Saving as Web Page
 - Creating an XML Data File
- Importing Data
 - Importing Text Files
 - Importing from Other Applications
 - Importing Using a Web Query
 - Importing an XML Data File From the Web
 - Importing a Dynamic XML Data File

Using Macros & Custom Forms

- Using Macros in Excel
 - Creating and Using a Macro
 - Opening a Workbook Containing a Macro
 - Editing a Macro
 - Adding Macros to Toolbars
- Creating Forms with Controls
 - Adding Controls to a Worksheet
 - Spin Buttons, Scroll Bars
 - Check Boxes, Option Buttons
 - List Boxes, Combo Boxes
 - Formatting the Form