

Excel 2002 Advanced

1 day course

Overview

Students will learn advanced techniques for analysing and manipulating data, work with multiple data sources, collaborate with other users, and enhance their spreadsheets using graphic objects.

Prerequisites

Excel 2002 Intermediate, or equivalent knowledge.

Benefits

Students will learn how to add graphics to a worksheet or chart, perform advanced operations on data, create advanced formulas, link files, and record macros.

Target student

Students should be familiar with Excel formulas and functions and basic data operations.

What's next

For those wishing to create and edit custom macros and gain an understanding of VBA code, Excel 2002 VBA Programming is the next course in the series.

Course Content:

Using Graphic Objects to Enhance Your Worksheet

- Create Graphic Objects
- Resize, Move and Copy Graphic Objects
- Change the Order of Graphic Objects.
- Group Graphic Objects
- Format Graphic Objects
- Insert clip art
- Modify clipart

Importing and Exporting Data

- Import Data from the Web
- Import Data from an External Source
- Export Data
- Save a Worksheet as a Web Page
- Publish a Worksheet to the Web

Working with multiple Data Sources

- Create a Workspace
- Consolidate Data
- Link Cells in Different Work books
- Edit Links
- Export Excel Data as XML
- Import XML Data into Excel
- Create a Web Query

Working with Advanced Formulas

- Create Advanced Formulas
- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas

Analyzing Data

- Create Scenarios
- Use Solver
- Use Goal Seek
- Report Manager

Protecting and Sharing your Data

- Protect Worksheets
- Protect Workbook
- Share Your Workbook
- Set Revision Tracking
- Merge Workbooks
- Track Changes

Introduction to macros

- Running a macro
 - Editing a Macro
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