



2 day  
course



## Microsoft Excel XP/2003 EXPERT – Day 1 of 2

### Course objectives

This course offers an understanding of the advanced capabilities of Excel and aims to give delegates the confidence to integrate the software effectively and efficiently into their work place. On completion of the course, delegates will be able to design flexible worksheets to suit their own working environment.

### Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending the Expert training course.

### Course content

Module 1	<b>Use Lists</b> – Sort data. Extract data. Use filters. Perform multi-level sorts. Using sub-totals.
Module 2	<b>Pivot Tables</b> – Create Pivot Tables. Selecting data and organising it. Formatting. Grouping. Controlling totals. Create Pivot Charts.
Module 3	<b>Import and Export Data</b> – Importing data to Excel. Export data from Excel. Publish and edit web worksheets and workbooks. Retrieve external data and create queries.
Module 4	<b>Workgroup Collaboration</b> – Create, edit and view comments. Compare worksheets side by side. Share a workbook. Track changes in shared files. Resolving conflicts. Show the history of changes. Merging workbooks. Protect Worksheets. Allow users to edit ranges. Protect workbooks. Password options.
Module 5	<b>Format Worksheets</b> – Number formats, custom formats, styles and Autoformats. Conditional formatting. Data validation.