



2 day
course



Microsoft Excel XP/2003 EXPERT – Day 2 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 6	Working with Ranges – Use named ranges in formulas. Use Lookup and reference functions.
Module 7	Formula Auditing – Check and review data and errors. Find cells referred to in a formula. Find formulae that refer to a cell. Locate invalid data. Watch and evaluate formulas.
Module 8	Additional Functions – Lookup functions - using the H lookup and V lookup functions.
Module 9	Analysing Data – Use Goal Seek. Use Solver. Use scenario manager.
Module 10	Printing – Create custom views. Add logo to header or footer. Add path and file name.
Module 11	Basic Macros – Recording, running, and editing macros. Customising the toolbars. Assign a macro to a command button.