

Microsoft Excel XP Advanced

Overview

The skills and knowledge acquired in Microsoft Excel XP Advanced are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Excel XP Advanced is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Excel XP Advanced assumes the delegate has attended the Excel XP Fundamentals and Excel Intermediate courses or has equivalent knowledge.

Objectives

At the completion of Microsoft Excel XP Advanced you should be able to:

- use names and labels
- use a wide range of paste special options
- use a variety of Financial functions
- create, use and modify data tables
- use advanced filters to analyse data in a list
- summarise data using subtotals and relative range naming
- use data forms to manage data in a list
- use the statistical functions in Excel
- use goal seeking to determine the values required to reach a desired result
- use Solver to resolve complex optimisation problems
- create and work with scenarios and the Scenario Manager
- import data into and export data from workbooks
- create, modify and work with PivotTables
- create recorded macros in Excel
- use the macro recorder to create a variety of macros
- confidently open workbooks that contain macros
- create and use a range of controls in a worksheet
- publish workbooks and worksheets for the web

Course Duration is 1 Day

Course Code: X4M3

Topics

Labels and Names

Labels And Names Explained
 Accepting Labels In Formulas
 Using Text Labels
 Creating Labels
 Creating Names Using The Name Box
 Using Names To Select Cells
 Using Names In Formulas
 Creating Names Between Workbooks
 Creating Names For Constants
 Creating A List Of Names
 Changing The Range For Names
 Deleting Names

Paste Special

The Paste Special Options
 Copy Formulas
 Copy Formats
 Copy Validation Settings
 Copy Column Widths
 Copy Values
 Copy Comments
 Add Values
 Multiply Values
 Transpose Cells

Financial Functions

Financial Functions Listing
 Regular Payments With PMT
 Calculating Future Values With FV
 Net Present Value With NPV
 Present Value With PV
 The Interest Rate With RATE

Data Tables

Using A Simple What-If Model
 Creating A One-Variable Table
 Using One-Variable Data Tables
 Creating A Two-Variable Data Table

Advanced Filters

Advanced Filter Concepts
 Using An Advanced Filter
 Extracting Records With Advanced Filter
 Using Formulas In Criteria
 Using Database Functions
 The Database Functions
 Using The DSUM Function
 Using The DMIN Function
 Using The DMAX Function
 Using The DCOUNT Function

Summarising Data

Creating Subtotals
 Using A Subtotalled Worksheet
 Creating Nested Subtotals
 Copying Subtotals
 Using Subtotals With AutoFilter
 Using The Conditional Sum Wizard
 Creating Relative Names For Subtotals

Using Relative Names For Subtotals

Data Forms

Displaying A Data Form
 Viewing Records By Criteria
 Editing Records
 Adding A New Record
 Deleting Records

Statistical Functions

Statistical Functions Listing
 Status Bar Statistics
 Basic Statistical Functions
 Counting Cells
 Using MODE & MEDIAN
 Calculating Standard Deviation
 Conditional Counting

Goal Seeking

Goal Seek Components
 Using Goal Seek

Solver

Installing Solver
 Solver Theory
 Using Solver and Solver Reports
 Restricting Answers Using Solver Options

Scenarios

Creating A Default Scenario
 Creating Scenarios
 Using Names in Scenarios
 Displaying Scenarios
 Creating A Scenario Summary Report
 Merging Scenarios

Importing & Exporting

Importing From Another Spreadsheet Program
 Text File Formats
 Importing Tab-Delimited Text
 Exporting To Microsoft Word
 Linking Data Into A Word Processing Document
 Exporting Data As Text
 Importing Comma-Delimited Text
 Importing Space-Delimited Text
 Importing An Object Into A Worksheet
 Formatting An Imported Object

PivotTables

PivotTable Theory
 Creating A Simple PivotTable
 Adding Row Fields To A PivotTable
 Using The Page Field In A PivotTable
 Filtering Row And Column Values
 Formatting A PivotTable
 Counting With PivotTables
 PivotTable Summary and Display Options

Show Data As Percentages In PivotTables
 Calculated Fields In PivotTables
 Calculated Items In PivotTables
 Creating A PivotChart
 Modifying A PivotChart Via The PivotTable
 Refreshing A PivotTable

Recorded Macros

Setting Macro Security Levels
 Recording A Simple Macro
 Running A Recorded Macro
 Relative Cell References
 Running A Macro With Relative References
 Viewing A Macro Module
 Modifying A Recorded Macro
 Assigning A Macro To A Toolbar Button
 Running A Macro From A Custom Button
 Removing A Custom Button From The Toolbar

Recorder Workshop

Preparing Data For An Application
 Recording A Summation Macro
 Recording Consolidations
 Recording Divisional Macros
 Testing Macros
 Creating Objects To Run Macros
 Assigning A Macro To An Object

Macro Virus Control

Opening Workbooks With Macros
 Setting Macro Security Levels
 Trusting Publishers
 Creating A Digital Signature
 Removing A Trusted Publisher

Controls

Control Types
 How Controls Work
 Preparing A Worksheet For Controls
 Adding A Combo Box Control
 Changing Control Properties
 Using The Cell Link To Display The Selection
 Adding A List Box Control
 Adding A Scroll Bar Control
 Adding A Spinner Control
 Adding Option Button Controls
 Adding A Group Box Control
 Adding A Check Box Control
 Protecting A Workbook With Controls

Excel On The Web

Previewing Workbooks As Web Pages
 Publishing A Static Worksheet
 Adding To An Existing Web Page
 Publishing An Interactive Web Page