

## *MS Excel 2003 -Advanced*

### **Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures, Work with Data
- ✓ Maintain an Excel Database
- ✓ Sorting and Filtering Data
- ✓ Using Workbooks for Larger Project
- ✓ Analyzing Data using Pivot tables
- ✓ Advanced Excel Formulas

### **Course Contents:**

- Inserting Pictures
- Working with data
  - Create Cell References of different types
    - Cell
    - Named
  - Use Functions
- Linking Data across sheets
  - Source & Destination Files
- Sorting and Filtering Data within a Sheet
  - Use Excel for Database management
    - Database concepts
    - Sorting Data
    - Filtering Data
    - Data Forms
  - Create Pivot Tables and Pivot Charts
- Goal Seek & Scenario
  - Tools for What-If Analysis
- Work with Templates
  - Existing
  - New
- Subtotals
- Importing External Data
- Scenario Summary
- Track Changes History sheet
- Using Workbooks for Larger Project
  - Linking Cells in a Workgroup
  - Understanding Cross References
  - Linking Cells between Workgroup

- Calculating with Advanced Formulas
  - Create and Apply a Name for a Range of Cells
  - Calculate Across Worksheets
  - Calculate with Date and Time Functions
  - Calculate with Financial Functions
  - Calculate with Statistical Functions
  - Calculate with Lookup and Reference Functions
  - Calculate with Logical Functions
- Collaborating with Others
  - Protect Files
  - Share a Workbook
  - Set Revision Tracking
  - Review Tracked Revisions
  - Merge Workbooks