

Excel 2002 - Advanced	
Overview	Students will learn more advanced concepts and skills when using Excel 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  Excel 2002: Intermediate or equivalent experience
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Use names to assign descriptive labels to cells; use logical and financial functions to calculate values based on conditions.</li> <li>• Use lookup functions to return values from a table and use data tables to view the effects of multiple input values on a formula.</li> <li>• Use subtotals and database functions to summarize list data, and use data forms and validation to facilitate data entry in lists.</li> <li>• Create and use PivotTables to analyze and compare large amounts of data.</li> <li>• Use Goal Seek and Solver to perform what-if analyses, and use custom scenarios and views to manage different versions of worksheets.</li> <li>• Run and record basic macros.</li> </ul>

## Topics covered in the comprehensive manual

### Working with advanced formulas

Using names  
Decision-making functions

### Lookups and data tables

Working with lookup functions  
Using MATCH and INDEX  
Creating data tables

### Advanced list management

Creating subtotals  
Validating cell entries  
Exploring database functions  
Working with data forms

### Working with PivotTables

PivotTables  
Rearranging PivotTables  
Formatting PivotTables  
Working with PivotCharts

### Exporting and importing

Exporting and importing data  
Querying external databases

### Using analytical options

Working with Goal Seek and Solver  
Working with scenarios  
Working with views

### Working with macros

Running and recording a macro  
Working with VBA code  
Function procedures

### Interactive Web pages

Creating interactive Web spreadsheets  
Publishing PivotTables on the Web

### Appendix A: MOUS exam objectives map

Core exam objectives  
Expert exam objectives