

Excel 2003 - Advanced	
Overview	Students will learn further concepts and skills for using Excel 2003.
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 2003: Intermediate, or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	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: <ul style="list-style-type: none"> • Use names to make formulas easier to understand; use the IF, SUMIF, PMT, VLOOKUP functions. . • Summarize worksheet data by creating automatic subtotals; use the Data Validation feature, database functions and use data forms. • Use the PivotTable and PivotChart Wizard to create a PivotTable • Export data from Excel to a text file, and import data from a text file into an Excel workbook. • Use the Goal Seek and Solver; create scenarios and create views to save different sets of worksheet display and print settings. • Record and run basic macros to automate tasks, create and delete custom menus and toolbars, and add buttons to toolbars.

Topics covered in the comprehensive manual

Working with advanced formulas

Using names
Using decision-making functions
Creating nested functions
Using financial 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 and Pivot Charts

Working with PivotTables
Rearranging PivotTables
Formatting PivotTables
Working with Pivot Charts

Exporting and importing

Exporting and importing text files
Exporting and importing XML data
Querying external databases

Using analytical options

Working with Goal Seek and Solver
Working with the Analysis ToolPak
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

Using SharePoint services

Document Workspaces

Appendix A: Smart documents

Discussing smart documents

Appendix B: MOS exam objectives maps

Core exam objectives
Expert exam objectives