

## Microsoft Excel 2002

Course Level : Advanced

Course Duration : 1 days

Prerequisites : Attendance on Intermediate course or equivalent experience



### ▼ Course Content

#### ○ Course Objectives

#### ○ Revision Exercise

#### ○ Using Forms

- Option Buttons
- Text Boxes
- Drop Down Text Boxes
- Check Boxes
- Properties

#### ○ Using Macros

- What is a macro?
- Recording a macro
- Editing a macro
- Running a macro
- Assigning macros to menus
- Assigning macros to toolbars
- Assigning macros to buttons
- Creating Macro Buttons
- Assigning a Macro to a Macro button

#### ○ Creating Customised Menus

- Sub menus
- Using the ampersand (&)

#### ○ Goal Seek

#### ○ The Solver

- What is the Solver?
- Solving a problem
- Solver Reports

#### ○ The Scenario Manager

- What is the Scenario Manager?
- Creating Scenarios
- Using Scenarios

#### ○ Further Work with Charts

- Using pictures
- Drop down lines

#### ○ Styles

- What is a Style?
- Creating Styles
- Using styles from other sheets

#### ○ Creating Templates

#### ○ Creating Autotemplates

#### ○ Importing data

#### ○ What If Tables

#### ○ Customising Excel

#### ○ Creating Pivot tables

- What is a Pivot Table?
- The Pivot Table wizard
- Editing a Pivot Table
- The Toolbar

#### ○ Tool Tips

- Narrow Column
- Function Argument

#### ○ Charts

- Data labels
- Web Components

#### ○ Web

- Queries
- Option Compatability
- Auto Republish

#### ○ Formula

- Auditing
- Evaluator
- Range Finder

#### ○ Security and Proofing

- Document Password Encryption

#### ○ Workshop

#### ○ Compare & Merge

#### ○ Watch Window