

USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 3

Course Length: 6 hours (9 a.m. - 4 p.m.)

Prerequisites: Using Microsoft Office Excel Level 2 or equivalent experience.

Course Overview

The *Using Microsoft Office Excel Level 3* course will cover the more advanced features of Microsoft Office Excel. The student will be introduced to more advanced formulas and functions, how to troubleshoot errors, and how to use Excel's auditing tools. In addition, this course covers how to link to, query and extract external data, and how to create, modify and format pivot tables and pivot charts. Finally, this course teaches the student how to create, run, and edit a macro and how to customize Excel for your own specific needs.

Using Functions

- Using AND and OR operators
- Nested IF
- SUMIF and COUNTIF
- INDEX and MATCH
- VLOOKUP and HLOOKUP
- Date functions
- Text functions
- Setup Automatic Subtotals

Data Validation

Troubleshooting Errors

- Common Mistakes
- Error Messages and Meanings
- Using the Auditing Tools
- Trapping Errors

Linking data in Worksheets

Using Microsoft Office Query

Creating Pivot Tables and Pivot Charts

Using Macros

- Record a Macro
- Run a Macro
- Edit a Macro (in Visual Basic)

Customize Excel

- Create custom number formats
- Customize Toolbars and menus
- Customize Excel Options