

Microsoft ®

Excel 2003 Course Outline

Advanced Level – 6 Hours

IMPORTING DATA

- Importing Data From External Sources
- Importing Text Files
- Using Microsoft Query
- Querying Data From The Web
- Refreshing Data

TEMPLATES AND STYLES

- Working With Templates
- Working With Styles

ANALYZING DATA

- What-If Analysis
- Goal Seek
- Data Tables
- Scenario Manager
- Solver
- Using Pivot Tables

MACROS AND CUSTOM CONTROLS

- Working With Macros
- Running Macros
- Adding Custom Controls

SECURITY AND PROOFING

- Security Features
- Protecting Excel Files
- Worksheet Protection
- Working With Digital Signatures
- Checking Spelling
- Using Data Validation
- Using Text To Speech
- Documentation

CUSTOMIZING EXCEL 2003

- Configuring Excel 2003 Options
- Customizing The Excel Environment
- Working With Workspaces

COLLABORATION AND CONSOLIDATION

- Sharing Workbooks
- Sending Workbooks
- Consolidation