



## **CORPORATE & CAREER TRAINING**

### **Excel 2003 Advanced Features      8 Hours**

#### **Objectives:**

Excel 2003 Advanced Features is the second seminar in Excel 2003 training. It covers the more complex functions and features of Excel spreadsheet development and use. Trainees will learn to:

- Insert, remove, and rearrange worksheets to improve workbook organization
- Move, copy, and link information between worksheets for easy data manipulation
- Create named ranges for more effective workbook navigation
- Use logical functions to perform criteria-based calculations
- Sort lists to better organize data
- Create and use templates to ensure consistency
- Create and apply styles and outlines to increase readability
- Insert comments to document data
- Change default options to customize the Excel environment

#### **Outline:**

- Working with Multiple Worksheets: using multiple worksheets, navigating, selecting, renaming, and selecting multiple worksheets, inserting, deleting, and printing worksheets.
- Managing Worksheets: copying, and moving worksheets, moving and copy data between worksheets, creating 3-D formulas and 3-D ranges in functions, performing mathematical operations.
- Using Range Names: working with and jumping to named ranges, assigning names, using range names in formulas, creating, applying, and deleting range names, using 3-D range names and labels in formulas, using multiple stacked labels.
- Using Advanced Functions: using Excel functions including IF, Nested IF, ISERROR, AND, OR, VLOOKUP, and HLOOKUP.
- Managing Data: sorting, finding and replacing data and cell formats.
- Using Templates: creating, using, editing and deleting templates, saving a workbook as a template, finding online templates.
- Using Automatic Formatting and Styles: Creating, editing, and applying a style, collapsing/expanding an Outline, modifying outline settings, clearing an Outline, and using Auto Outline.
- Working with Comments: Creating, viewing, and printing comments, and using the Reviewing Toolbar.
- Appendix: Customizing Excel Preferences