

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

**Intermediate
Microsoft Excel
2000 - 2003
Level 2**

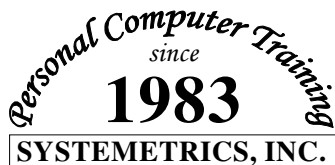
Duration: 1 day (6 hours)

Prerequisite(s): *Intermediate Microsoft Excel* or equivalent knowledge

Environment: Microsoft Windows

Version(s): 2000 - 2003. Taught using Excel 2003.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Excel.



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Overview: *Intermediate Microsoft Excel 2000 - 2003 Level 2* is designed to enhance the student's knowledge of the many advanced features of Microsoft Excel, the popular spreadsheet package. Students who take this seminar will develop a greater understanding of data manipulation and analysis and Excel programming. This seminar is appropriate for students using all versions of Microsoft Excel. While there are minor differences between the versions, the majority of concepts are identical. This seminar should not be taken by those using Excel 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, ext. 121.

Seminar Outline

I. Managing Worksheet Data

- A. Using range names
- B. Using PivotTables
- C. Using AutoFilter
- D. Converting formulas to values
- E. Pasting cell contents without cell formats
- F. Restricting types of data entered into specific cells
- G. Creating drop-down lists within cells
- H. Designing your worksheets for maximum flexibility
- I. Protecting cells, worksheets and workbooks

II. Creating Powerful Formulas

- A. Creating formulas using functions
- B. Using math functions: ROUND, ROUNDUP, ROUNDDOWN
- C. Using logical functions: IF, AND, OR
- D. Using lookup and reference functions: VLOOKUP, HLOOKUP
- E. Using the database functions: DSUM, DCOUNT, DCOUNTA, DAVERAGE
- F. Using information functions: ISBLANK, ISERROR, ISNUMBER, ISTEXT, IFERROR
- G. Building error-checking formulas
- H. Writing formulas to avoid error results, e.g.. #DIV/0

III. Enhancing and Managing Workbook Display

- A. Creating custom cell formats
- B. Hiding row and column headings and sheet tabs
- C. Hiding rows and columns
- D. Using multiple windows in the same workbook
- E. Using conditional formatting
- F. Using text boxes and other tools

IV. Automating Workbook Activities Using Macros/Visual Basic For Applications

- A. Recording macros
- B. Running macros
- C. Editing macros/Visual Basic for Applications code
- D. Using message boxes
- E. Creating macro buttons
- F. Creating user defined functions