

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Intermediate Microsoft Excel 2000 - 2003

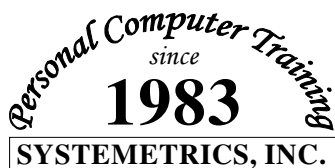
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Introduction to Microsoft Excel* or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** All through Excel 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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**Who Should Take This Seminar:** *Intermediate Microsoft Excel 2000 - 2003* is designed to enhance the students' knowledge of Microsoft's popular electronic spreadsheet. Among the topics covered will be proper spreadsheet design, menu options which enhance editing the spreadsheet and controlling the output, formula functions, subtotals, using multiple sheets, file manipulation, file linking, sorting, database features, enhanced file operations, and a brief introduction to macros. This seminar should not be taken by people using Excel 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

### Seminar Outline

- I. Using Advanced Spreadsheet Concepts**
  - A. Working with multiple sheets
  - B. Finding and replacing data
  - C. Using alternate methods for selecting, moving, and copying ranges
  - D. Using Conditional Formatting
  - E. Using the subtotal and outline commands
  - F. Establishing default workbook settings for headers, footers, formats, etc.
  - G. Defining custom AutoFill lists
- II. Using File Manipulation**
  - A. Copying/moving information between files
  - B. Creating and using templates
  - C. Working with multiple files in memory
  - D. Establishing links between files
  - E. Using the new features of the "Open" dialog box
- III. Using Advanced Formulas**
  - A. Creating formulas using Functions
  - B. Using Statistical Functions: SUM, SUMIF, AVERAGE, MAX, MIN, SUBTOTAL,
  - C. Using Special Functions: IF, VLOOKUP
  - D. Using the Database Functions to analyze data
  - E. Performing date calculations
  - F. Using text formulas
  - G. Writing formulas that span sheets
- IV. Creating And Using An Excel Database**
  - A. Creating a database
  - B. Maintaining a database by using the data form
  - C. Sorting data, using single and multiple sort keys
  - D. Using the database commands to locate and retrieve information
  - E. Accessing shortcut menus
- V. Creating and Using Macros**
  - A. Understanding Excel macros and Visual Basic
  - B. Recording, running and editing macros