Excel 2000-2003 Intermediate

Duration: Day 1

Course Overview:

This course will help you discover better ways to analyze data and find accurate business solutions using Microsoft Excel. Students will learn to use the database features of Microsoft Excel to manage, evaluate, and report on large quantities of data. Students will explore the flexibility of Microsoft Excel's PivotTable and PivotChart tools, which offer many powerful ways to analyze and report on business information, helping organizations to make well-informed business decisions. With its streamlined database and enhanced data analysis tools, Microsoft Excel will help you work more efficiently, turning your business data into answers you can count on.

Students Learn To:

- Utilize the terminology and concepts of database design in Microsoft Excel
- Use special database functions in worksheets such as using the DAVERAGE, DCOUNT, DMIN and DMAX Functions
- Filter a database to show subsets of records
- Quickly add subtotals to groups of records using the powerful Automatic Subtotals feature
- Use Excel's PivotTable Report to obtain powerful business reports

Who Should Attend: Anyone with a basic understanding of Excel that would like to learn the data management and reporting features of Excel while gaining efficiency in utilizing this powerful spreadsheet application.

Prerequisites: Windows 2000 or XP Introduction and Excel 2000-2003 Introduction or equivalent knowledge.

Course Outline:

Working with Databases

Identifying Database Components
Adding and Modifying Database Records
Finding Database Records Using Data Forms

Sorting Database Data

Sorting Records By Up To Three Fields
Rearranging Fields
Sorting By Four or More Fields
Applying Custom Sort Orders
Sorting Text as Numbers

Using Database Functions

Using the DAVERAGE Function
Using the DCOUNT and DSUM Functions
Using the DMIN and DMAX Functions
Using the DGET Function

Advanced Filters and Automatic Subtotals

Using the Advanced Filter Feature
Extracting Data
Using the Automatic Subtotals Feature
Using Multiple Summary Functions
Hiding and Displaying Record Detail

Using Pivot Tables and PivotCharts

Creating PivotTables
Changing PivotTable Layouts
Changing PivotTable Field Names and Functions
Extracting Data from PivotTables
Creating PivotCharts

Modifying PivotTables

Formatting Numbers in PivotTables
Displaying and Hiding PivotTable Data
Refreshing and Sorting PivotTable Data
Using the PivotTable AutoFormat Feature

Auditing Worksheets and Performing What-If Analyses

Tracing and Locating Precedents & Dependents
Locating and Resolving Errors
Using the Goal Seek Feature
Using the Solver Feature
Forecasting Values with Trendlines

Working with Scenarios

Creating and Applying Scenarios
Creating Scenario Summary Reports
Editing and Deleting Scenarios
Protecting Scenarios