

Microsoft Excel Professional

(Course code MAMSE04)



INTRODUCTION

This course will help you to master the features of Excel required to develop and maintain spreadsheets for use in a workgroup. You will learn to use security, validation, and auditing tools to ensure the integrity of data

COURSE DURATION

1 Day Course

COURSE CONTENT

Templates and Add-Ins

- Create a template file for frequently used worksheet layouts
- Edit and apply a template file
- Use workgroup templates
- Load an Add-in program

Using Analysis Tools

- Use one- and two-input data tables to resolve What-If? calculations
- Solve a problem using Goal Seek
- Use Solver to calculate complex problems
- Create What-If analyses using the Scenario Manager

Scatter and Combination Charts

- Create an XY (Scatter) or Bubble chart
- Add a trendline to a chart
- Create a combination chart
- Add a second value axis to a chart

Protecting Data

- Apply and remove worksheet protection
- Lock and unlock cell ranges
- Apply and remove file passwords to open or change a workbook

Validating Data Entry

- Apply data validation rules and display user prompts
- Validate data on a worksheet

Auditing a Worksheet

- Display formulas in worksheet cells
- Trace precedents and dependents
- Trace and fix errors
- Use the Formula Error Checker
- Use the Formula Evaluator to obtain results in part of a formula
- Use the Watch Window to view results in cells

Sharing a Workbook

- Create a shared workbook
- Track changes and resolve conflicting changes
- Merge workbooks
- Route a workbook to several reviewers

Querying a Database

- Set up a data source
- Create a query to import data as an external range
- Format and refresh an external data range
- Import a table from an HTML web page
- Round trip HTML data in Excel

Using XML

- Understand the use and capabilities of XML
- Use Access to generate a schema
- Apply a schema to a Word document
- Import and export XML lists in Excel

Customising Command Bars

- Add and remove a command from a toolbar
- Customise button images and groups
- Create a new command bar
- Assign keyboard shortcuts to actions

Using Views and Workspaces

- Save different views of a workbook
- Use a workspace file

Recording a Macro

- Record a macro
- Run a macro
- Edit a macro
- Delete a macro
- Assign macros to menus, shortcut keys, and toolbars
- Set up macro virus protection

Digitally Signing a File

- Create, view, and remove a digital signature

HOW TO BOOK

You can choose from a number of options:

- Call our TRAINING CENTRE on 01189 778562
- E-mail us at our specially designated TRAINING CENTRE address:
info@mass-trainingcentre.com

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