

Training Course Specification

Course: Microsoft Excel XP Level 3; Database Analysis

Duration: 1 Day

- COURSE OBJECTIVES:**
- Sorting Data
 - Using Auto Filter and Advanced Filter to extract data sets
 - Using What if Analysis
 - Using the Analysis Toolpack
 - Using Pivot Tables to report data
 - Using the Auditing feature
 - Creating charts to analyse data

This course takes delegates to an advanced level of expertise using Excel 2000. Delegates will learn how to use Excel analysis tools to interrogate data. Delegates will be introduced to Pivot Table Reports and Charts which allow you to analysis data interactively. Delegates will also use the Analysis Toolpack and Auditing features along with advanced charting features.

WHO SHOULD ATTEND: This course takes users to a high level of knowledge using financial topics available in Excel XP such as Financial functions, auditing and Charts.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems - Windows 98/NT/2000/XP. Delegates should have a thorough understanding of Microsoft Excel XP or alternatively should have attended our Essentials or Tools and Techniques courses.

COURSE CONTENT

Module 1 – Sorting & Filtering

Using the Form options
Sorting Data
Filtering Data
Using Advanced Filter

Module 2 – Statistical Functions

Standard Statistical Functions
Advanced Statistical Functions

Module 3 – The Analysis Tool Pack

Working with the Analysis Tools

Module 4 - Pivot Analysis

Create Pivot Table Reports
Organise data in Pivot Table Reports
Create Pivot Table Charts
Integrate PivotTable lists on Web pages

Module 5 – Data Analysis

Using Subtotals
Using Data Consolidation
Using Group & Outline

Module 6 – Auditing

Using the Auditing tools
Trace precedents
Trace dependents
Trace errors
Change references with Range Finder
Insert a comment
Circle invalid data

Module 7 – Charting

Working with Charts
Plotting 2nd Axis
Plotting empty data ranges
Change the tick-mark labels
Change the axes scales
Add & delete data series
Add data series or data points to a chart sheet
Combination charts
Secondary axis
Change the series type in a double-axis chart
Plot missing data
Error bars & trend-lines
Custom charts & formats

APPENDIX A: WHAT'S NEW IN EXCEL XP?

THE OFFICE TASK PANES

SMART TAGS

SMART DATA TAGS

NEW WORKSHEET FEATURES

NEW ARGUMENT AND FUNCTION FEATURES

OTHER NEW FEATURES AND ENHANCEMENTS IN EXCEL 2002

APPENDIX B: WHAT'S NEW IN OFFICE XP?

APPENDIX B; WHAT'S NEW IN OFFICE XP?

NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS

SMART TAGS (WORD)

AUTOCORRECT OPTIONS (WORD)

OFFICE XP CLIPBOARD

OFFICE EMAIL INTRODUCTION

OTHER NEW FEATURES IN OFFICE XP

Related Courses:

Excel XP Level 3; Financial Modelling