

Training Course Specification

Course: Microsoft Excel v2000 Advanced

Duration: 1 Day

COURSE OBJECTIVES: Delegates will learn advanced Excel features allowing them to manage databases and manipulate stored data. Completing this level will be enough to use Excel as an efficient flat file database.

WHO SHOULD ATTEND: Competent Excel users who are facing difficulties in some of their spreadsheet aspirations and who want to create databases.

EXPERIENCE NEEDED: Delegates should have attended the Intermediate course or be competent Excel users regularly using complex functions and formulae..

COURSE CONTENTS:

1: Introduction to Database Lists

- The Concepts of a Database
- A Database Management System
- Excel's Database List Structure
- Creating a Database
- Edit Fields and Records
- Add Records
- Delete Records
- Finding Records
- Sort Records

4: Customising and Array Formulas

- Custom Lists
- Customising AutoFill
- Exercise; Building Custom Number Formats
- Array Formulas
- User defined Functions
- Globally Available User-Defined Functions
- The Excel Macro Recorder
- Exercise 1: Recording a Macro
- Exercise 2: Running a Macro

2: Auto Filter and Statistical Functions

- Data Extraction
- The Advanced Filter
- Using the Top 10 Feature
- Copying Filtered Data to Another Location
- Statistical Functions
- Combining Extraction with Statistics

5: Pivot Tables

- Pivot Tables
- Pivot Table Example
- Pivot Table Toolbar

3: Lookup and Input Table

- The Lookup Function
- Vlookup
- The One Input Table
- The Two Input Table