



CenterPoint Solution, LLC

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MICROSOFT® EXCEL® 2003 - ADVANCED LEVEL

Course Description:

In this course, you will learn how to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel® data with other applications.

Who Should Take This Course:

This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data.

Achieved Results:

You will automate some common Excel® tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel® data with other applications.

Course Outline:

- Creating Macros and Applying Conditional Formatting
- Tracking Changes and Protecting Files
- Auditing Worksheet Formulas
- Analyzing Data Using Trend lines, What-If Analysis and Pivot Tables
- Working with Multiple Workbooks
- Importing and Exporting Data
- Structuring XML Workbooks