

MOS Excel 2003 Expert

Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Excel 2003 Expert certification exam.

Pre-requisites

Passed the MOS Certificate in MS Excel 2003 Core exam or have at least 1 year experience using MS Excel Expert functions

Level	Duration	Time
Advanced	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Templates

- Working with Templates
- Saving a Workbook as a Template
- Using a Template
- Editing a Template
- Inserting a New Worksheet
- Deleting a Template
- Creating Default Templates
- Labs - Using Templates

Module 2. Using Conditional and Custom Formats

- Applying Conditional Formats
- Changing a Conditional Format
- Adding a Conditional Format
- Deleting a Conditional Format
- Creating a Custom Format
- Labs - Using Conditional and Custom Formats

Module 3. Using Range Names

- Working with Range Names
- Jumping to a Named Range
- Assigning Names
- Using Range Names in Formulas
- Creating Range Names from Headings
- Applying Range Names
- Deleting Range Names
- Using Range Names in 3D Formulas
- Creating 3D Range Names
- Labs - Using 3D Range Names in Formulas
- Labs - Using Range Names

Module 4. Working with Databases

- Using a Database
- Creating a Database
- Modifying a Database
- Sorting Records by Multiple Fields
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation
- Creating Subtotals in a List
- Removing Subtotals from a List
- Labs - Working with Databases

Module 5. Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Labs - Using AutoFilter

Module 6. Working with Advanced Filters

- Creating a Criteria Range

- Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions
- Labs - Working with Advanced Filters

Module 7. Working with Outlines

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Clearing an Outline
- Using Auto Outline
- Labs - Working with Outlines

Module 8. Exporting and Importing Data

- Exporting Data to Other Applications
- Exporting to XML
- Importing Data
- Importing Data from Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page
- Labs - Exporting and Importing Data

Module 9. Creating/Revising PivotTables

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Page Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating a Page Field Report
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web
- Adding Fields to a PivotTable Browser
- Using a PivotTable List
- Labs - Creating/Revising PivotTables

Module 10. Using Advanced Functions

- Using Lookup Functions
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Using the IF Function
- Using Nested IF Functions
- Using the ISERROR Function

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- Using an AND Condition with IF
- Using an OR Condition with IF
- Using the ROUND Function
- Limiting the Precision of Numbers
- Labs - Using Advanced Functions

Module 11. Using Auditing Tools

- Displaying the Formula Auditing Toolbar
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Removing All Tracer Arrows
- Using the Trace Error Button
- Tracing Cells Causing Errors
- Using the Error Checking Button
- Using the Evaluate Formula Button
- Using the Watch Window
- Labs - Using Auditing Tools

Module 12. Using Scenarios and Goal Seeking

- Using the Scenario Manager
- Creating a Scenario
- Displaying a Scenario
- Editing a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek
- Labs - Using Scenarios and Goal Seeking

Module 13. Consolidating Worksheets

- Consolidating Worksheets
- Consolidating by Category
- Consolidating by Position
- Labs - Consolidating Worksheets

Module 14. Using Macros

- Defining Macros
- Opening a Workbook Containing Macros
- Running a Macro
- Using a Shortcut Key
- Using the Visual Basic Toolbar
- Opening the Visual Basic Editor Window
- Using the Visual Basic Editor Window
- Labs - Using Macros

Module 15. Recording Macros

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Assigning a Macro to a Menu
- Removing a Custom Menu Item
- Deleting a Macro
- Labs - Recording Macros

Module 16. Editing Macros

- Writing a New Macro
- Entering Macro Comments
- Copying Macro Commands
- Editing Macro Commands
- Typing Macro Commands
- Running a Macro from the Code Window
- Labs - Editing Macros

Module 17. Using Custom Toolbars and Menus

- Creating a Custom Toolbar
- Adding/Removing Toolbar Buttons
- Adding the Custom Button to a Toolbar
- Assigning a Macro to a Button
- Changing a Button Image
- Displaying Button Text and Image
- Attaching a Custom Toolbar
- Deleting a Custom Toolbar
- Creating a Custom Menu
- Adding Custom Menu Commands
- Labs - Using Custom Toolbars and Menus

Module 18. Using Worksheet Protection

- Unlocking Cells in a Worksheet
- Protecting a Worksheet
- Unprotecting a Worksheet
- Creating Allow Editing Ranges
- Deleting Allow Editing Ranges
- Protecting Workbook Windows
- Unprotecting Workbook Windows
- Assigning a Password
- Opening a Password protected File
- Removing a Password
- Setting Manual Calculation
- Resetting Automatic Calculation
- Using the Document Recovery Pane
- Labs - Using Worksheet Protection

Module 19. Sharing Workbooks

- Using Shared Workbooks
- Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing the Update Frequency
- Highlighting Changes
- Managing Conflicting Changes
- Resolving Conflicting Changes
- Setting Change History Options
- Adding a History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files
- Labs - Sharing Workbooks

Module 20. Customizing Excel Preferences

- Setting View Options
- Setting Edit Options
- Setting General Options
- Labs - Customizing Excel Preferences

Module 21. Using HTML Files

- Previewing a Web Page
- Creating a Hyperlink
- Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File
- Labs - Using HTML Files