

# Excel 2003

## Spreadsheet Productivity

### Course Outline

Session	Content	Session	Content
<b>1</b>	<b>Importing and Exporting Data</b> <ul style="list-style-type: none"> <li>• Bringing information into Excel from external sources</li> <li>• Getting data from a web page</li> <li>• Exporting structured data from Excel</li> <li>• Publishing Excel worksheets as HTML</li> </ul>	<b>5</b>	<b>Customising Excel</b> <ul style="list-style-type: none"> <li>• Adding custom menus</li> <li>• Adding and removing buttons from toolbars</li> <li>• Creating macros</li> <li>• Editing macros using the Visual Basic Editor</li> <li>• Running macros</li> </ul>
<b>2</b>	<b>Managing Workbooks</b> <ul style="list-style-type: none"> <li>• Creating a workbook template</li> <li>• Creating a new workbook based on a user-defined template</li> <li>• Edit a workbook template</li> <li>• Creating a workspace consisting of two or more workbooks</li> <li>• Consolidating data from two or more worksheets</li> </ul>	<b>6</b>	<b>Auditing Worksheets</b> <ul style="list-style-type: none"> <li>• Tracing dependants and precedents</li> <li>• Locating errors in formulas</li> <li>• Locating dependencies in formulas</li> <li>• Removing tracer arrows</li> </ul> <b>More Functions</b> <ul style="list-style-type: none"> <li>• User-defined functions</li> <li>• Date and time functions</li> <li>• Statistical functions</li> <li>• Math and trig functions</li> <li>• Text functions</li> <li>• Logical functions</li> </ul>
<b>3</b>	<b>Formatting Numbers</b> <ul style="list-style-type: none"> <li>• Create at least one custom number format and applying it</li> <li>• Apply conditional formatting</li> </ul> <b>Workgroup Collaboration</b> <ul style="list-style-type: none"> <li>• Adding cell protection</li> <li>• Protecting individual worksheets</li> <li>• Protecting workbooks</li> <li>• Creating workbooks for shared use</li> <li>• Tracking changes</li> <li>• Accepting or rejecting changes</li> <li>• Merging three or more versions of the same workbook</li> </ul>	<b>7</b>	<b>Summarising Data</b> <ul style="list-style-type: none"> <li>• Adding subtotals to worksheets</li> <li>• Creating and applying custom filters</li> <li>• Grouping and outlining structured data</li> <li>• Adding data validation criteria to cells</li> <li>• Using XML to share Excel data on the web</li> <li>• Creating XML queries</li> </ul>
<b>4</b>	<b>Working with Ranges</b> <ul style="list-style-type: none"> <li>• Naming one or more ranges</li> <li>• Using a named range reference in one or more formulas</li> <li>• Using Vlookup and/or Hlookup</li> </ul> <b>More Charting</b> <ul style="list-style-type: none"> <li>• Add and delete a series</li> <li>• create a two axis chart</li> <li>• create a radar chart</li> <li>• creating charts with appropriate formatting</li> </ul>	<b>8</b>	<b>Analysing Data</b> <ul style="list-style-type: none"> <li>• Create a PivotTable, PivotChart and PivotTable and/or PivotChart Report</li> <li>• Create a trend line</li> <li>• Create two or more scenarios</li> </ul>

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## Canning College

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### Computing

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