

Summary

Harness the amazing magic of *Microsoft Excel*. Master simple tricks for creating and manipulating tables. With a little “know how”, Excel’s user-friendly tools can transform your data into comprehensive information organized in sophisticated looking tables, charts and graphs. Jumpstart your professionalism with powerful automated functions that make your data come to life!

Previous experience

MS Excel Intermediate

Outline

Using Templates

- What are templates?
- Creating templates
- Using templates

Styles

- What are styles?
- Creating and using styles

Importing Data

- Why importing data?
- The Text Wizard
- Importing from database
- Database terminology
- Using Microsoft Query

“What If?” Utility

- Excel “What If?” type utilities
- Goal seek
- Graphical goal seeking
- Scenario manager
- Solver
- Solver terminology
- Solver – an example

Macros And Custom Controls

- What are macros?
- To record macros
- Running macros
- Creating a button in a worksheet and assigning a macro to it
- Attaching macros to a button
- Drawing, editing and formatting buttons

Customizing Excel

- Customizing Excel – options
- Customizing toolbars

Security and proofing within Excel

- Auditing and security features
- A Spell checker
- What are shared workbooks?
- Advanced workbook sharing options

Data Validation

Workbook Password Protection

- Password for opening and saving workbook
- “Read-only recommended” option
- “Always create backup” option
- Remove a password
- Workbook, worksheet and cell protection

Auditing Tools

- Auditing worksheets
- Cell comments

Data Maps

- What are data maps?
- The data map control dialog box
- Placing data map

Consolidation

- What is consolidation?
- Consolidating rows and columns