

Microsoft Office Excel 2003 - Advanced Functions and Macros



Expand your knowledge base and round out your Excel 2003 education with this advanced course. In this course, you will learn how to use some of the more powerful advanced Excel functions in order to create the most efficient spreadsheets. If your goal is to become proficient at working with VLookups, Decision-Making, Financial, and Nested functions, you will be pleasantly surprised.

In addition to learning how to use the advanced functions in Excel, you will also be introduced to Macros. Macros are automation procedures that simplify complex Excel tasks and make Excel easy for novices to use. This class will guide you through the process of running and recording a macro, examining its VBA code, and adding those macros as buttons to your toolbars.

Microsoft Office Excel 2003 Advanced Functions and Macros is a four-hour class.

PREREQUISITES

- Introduction to Windows or equivalent experience
- Microsoft Office Excel 2003 Introduction
- Microsoft Office Excel 2003 Intermediate
- Microsoft Office Excel 2003 Consolidation and Pivot Tables

CONTENT

- Create and name range data to simplify use
- Use Names and Labels in functions
- Use text functions such as LEFT, RIGHT, and MID to extrapolate data based on position
- Use the CONCATENATE function to create strings of data based on specified criteria
- Work with Array Formulas to perform multiple calculations within one function
- Use Array Formulas to extrapolate data to calculate
- Use Decision-Making functions such as SUMIF to calculate data based on the evaluation
 - of criteria in another data range
- Work with Nested functions such and IF, AND, and OR to analyze data based on
 - multiple conditions
- Examine Financial functions such as the PMT and the IMPT function to calculate
 - loan
 - and interest payments
- Work with VLookups and Data Tables to find single or multiple values in a list

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EXCEL 2003 ADVANCED FUNCTIONS & MACROS
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CONTENT (CONTINUED)

- Use one and two variable data tables to calculate functions by modifying one or more
- arguments in a function
- Run and record a macro
- Save macros in a Personal Workbook, the current workbook, or in a new workbook
- Examine and edit VBA code
- Copy VBA from one macro to another
- Assign a macro to the menu bar or to a toolbar button