

Excel 97 Advanced

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 97. We recommend you first take a Windows class, Excel 97 Worksheets, and Excel 97 Charting and Organizing Data before Excel 97 Advanced or equivalent knowledge.

Course Content

Lesson 1: Customizing the Work Area

- Working with Existing Toolbars
- Creating a Toolbar
- Creating and Using Styles
- Using Templates

Lesson 2: Advanced Formula Construction

- Nested Functions
- The IF Function
- The VLOOKUP Function
- Error Handling and the Auditing Features

Lesson 3: Pivot Tables

- Creating Pivot Tables
- Working with Pivot Tables
- Viewing Pivot Tables at Different Levels

Lesson 4: Multiple File Linking

- Working with Workbooks
- Linking Individual Cells
- Workbook versus Links and Workspaces

Lesson 5: Consolidating Data and Using Analysis Tools

- Consolidating Worksheets
- Using the Goal Seek and Solver Utilities
- Creating a Scenario by Using Scenario Manager

Lesson 6: Protect and Display Options

- Using Comments
- Protecting Workbooks
- Hiding Information
- Using Custom Views

Lesson 7: Introduction to Macros

- Running Macros
- Recording a Macro
- Viewing and Editing VBA Code