

Objectives for the Advanced Topics In Microsoft Excel Course

As a result of taking the Advanced Topics In Microsoft Excel Course, Students Will Be Able to:

- Edit worksheets using advanced enhancements and worksheet features.
- Use 3D referencing to merge data from multiple worksheets.
- Import and export data from the Internet and merge the data in to Excel worksheets and publish Excel worksheets on the web.
- Create templates after writing complex worksheets and workbooks
- Work with named ranges and create lists
- Import and Export data to and from Excel and other Office applications
- Enhance lists using pivot tables and pivot table charts
- Audit and check worksheets and workbooks for errors
- Summarize data in worksheets and workbooks
- Manage workbooks
- Customize Excel worksheets and workbooks
- Use advanced budgeting functions to use Excel for loan analysis
- Work with data tables and scenario management
- Use case studies to create worksheets and workbooks.

Prerequisites for the Advanced Topics In Microsoft Excel Course

- Have a good working knowledge of Windows XP/Vista or the MAC operating system.
- Have home access to a Windows based or MAC based computer with Microsoft Office 2002 or 2003 or 2007 or the MAC equivalent installed.
- Commitment to spend at least two hours per week practicing the skills introduced in the course.