

## ADVANCED MICROSOFT EXCEL COURSE OUTLINE

### Prerequisites

Participants should already have completed an Introductory and Intermediate levels of Excel and should also have practical experience using the product.

### Objectives

Upon completion of this course participants should be able to:-

- Customise Excel
- Create and use databases
- Record and edit simple macros
- Use powerful analytical tools
- Take advantage of features such as arrays, outlining, linking and consolidation
- Control the presentation of data with tools such as Scenario Manager and Report Manager
- Improve the appearance of worksheets and charts
- Increase productivity with Excel

### Duration

One Day - 9am – 4pm



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88 Burswood Road,  
Burswood WA 6100  
PO Box 590,  
South Perth WA 6951

T: (08) 9470 9922  
F: (08) 9470 9955  
W: [www.caman.com.au](http://www.caman.com.au)  
E: [enquiries@caman.com.au](mailto:enquiries@caman.com.au)

# Pre-Course Self Assessment MICROSOFT EXCEL

The information provided will assist us in assessing the level of the Microsoft Excel training course suited to your requirements. If you need any assistance in deciding on which course to attend, you can email this form back to us as an attachment to support@caman.com.au or alternatively you can print it out and fax it back to us on (08) 9470 9955.

Name: \_\_\_\_\_

Do you currently use Excel?

**Yes**                      **No**

What tasks do you currently use Excel for?

**Which Tasks Can You Perform Proficiently:**

**Tick if Can Do**

**Do You Need to be Able to?**

**Introduction**

Move & Copy Information




Insert Rows & Columns




Format the Spreadsheet with fonts, borders, shading etc.




Change the Page Setup ie. Page size, margins




Add Headers/Footers




Understand Relative & Absolute References




Construct mathematical calculation formulas




Apply Number Formats, ie. \$, %, decimals




Using SpeedFill to quickly create lists




**Excel Charting Workshop**

Create Graphs or charts




Select chart area




Change chart values




Change Worksheet Range




Format Charts, Series, Gridlines




Change Default Charts





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**Which Tasks Can You Perform Proficiently:**

**Tick if can do**

**Do You Need to be Able to?**

**Intermediate**

- View multiple spreadsheets at one time
- Link data from multiple spreadsheets
- Consolidate information from many spreadsheets into one.
- Freeze titles to stop them from scrolling on a spreadsheet
- Print Titles on each page
- Use functions such as IF, Sum, Average, SumProduct, SIN, COS, TAN etc
- Enter large amounts of database information
- Create summary reports (Pivot Tables) of database information
- Protect the Spreadsheet from changes by other users
- Look up functions
- Name Ranges of Data
- Hide & Unhide Data
- Create templates of common spreadsheets

		<b>Yes</b>	<b>No</b>
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**Advanced**

- Create frequency distributions from data
- Create scenarios to forecast ways in which data may change
- Create Lookup tables to quickly search for a result from a mathematical table.
- Use Solver to equate a result by nominating which data is to change.
- Transpose data from columns to rows and vice versa.
- Record, run and edit Macros
- Create Formatting Styles to assist in the quick and consistent format of a spreadsheet.
- Set different print settings for separate pages
- Import and Export text files
- Customise the Toolbar
- Create graphs from summary reports
- Extract subsets of data using Criteria
- Query database information.

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**Thank you for completing this questionnaire.**



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