



DESCRIPTION	Learn to modify and customize in the Excel environment, and create and use macros. Creating and using Excel forms will also be discussed
WHO SHOULD ATTEND	Users with a sound working knowledge who want to progress to utilizing the more powerful features and functions.
PREREQUISITES	Completion of an intermediate course or several months experience with the software is recommended
DURATION	1 day

Agenda

DAY 1

Importing – Importing data from external sources, importing text files

Analyzing Data – Goal seek, data tables, scenario manager, what-if statements, solver, pivot tables

Security – Digital signatures, protecting files, using data validation

Templates/Styles – Creating/using

Macros – Working with macros to automate spreadsheets, custom controls

Customizing Excel – Configuring 2003 options

Collaboration and Consolidation – Sharing and sending workbooks, consolidating workbooks