

# Advanced Excel 2002/2003/2007

## Course Outline

### Revision

Using Autofill  
Using Autosum, Average functions  
Formatting  
Printing  
Absolute/Relative Cell Referencing  
Linking

### Protecting and hiding data

Assign Passwords to a file  
Hide Columns/Rows/Sheets  
Protected cells from being changed  
Protecting Sheets/Workbooks

### Functions

IF Function  
Nested IF Function  
AND Function  
OR Function  
Vlookup Function  
Date Functions  
Text Functions

### Advanced formatting

Formatting numbers  
Conditional formatting

### Range naming

Range naming

### Linking and consolidation

Data consolidation  
Outlining

### Working with lists

Using AutoFilter  
Using Advance Filter  
Using Subtotalling  
Pivot Tables

### Analysis tools

Goal seeking  
The Scenario Manager

### Module 8 - Macros

Macros