

# Excel 2003 - Lvl 4

## Using Advanced Functions

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### Synopsis:

This module introduces the skills necessary for using advanced functions. It includes tasks such as working with data series; using advanced functions, scenarios, goal seeking, data tables, and auditing tools; and consolidating worksheets. Students will also learn how to solve problems, and work with views.

### Prerequisites:

Excel 2003 - Lvl 3

### Objectives:

- Work with data series
- Use advanced functions
- Use scenarios and goal seeking
- Use data tables
- Use auditing tools
- Consolidate worksheets
- Solve problems
- Work with views

### This module includes:

#### Working with Data Series

- Using the Series command
- Creating a linear series
- Creating a date series
- Using a stop value
- Creating a growth trend series

#### Using Advanced Functions

- Using lookup functions
- Using the VLOOKUP function
- Using the HLOOKUP function
- Using the IF function
- Using nested IF functions
- Using the ISERROR function
- Using an AND condition with IF
- Using an OR condition with IF
- Using the ROUND function
- Limiting the precision of numbers

#### Using Scenarios and Goal Seeking

- Using the Scenario Manager
- Creating a scenario
- Displaying a scenario
- Editing a scenario
- Creating a scenario summary report
- Using Goal Seek

#### Using Data Tables

- Working with data tables
- Placing formulas in data tables
- Creating a one-variable table
- Creating a two-variable table

#### Using Auditing Tools

- Displaying the Formula Auditing toolbar
- Displaying/Removing dependent arrows
- Displaying/Removing precedent arrows
- Removing all tracer arrows
- Using the Trace Error button
- Tracing cells causing errors
- Using the Error Checking button

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### Using Advanced Functions

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Using the Evaluate Formula button  
Using the Watch Window

#### **Consolidating Worksheets**

Working with Consolidated worksheets  
Consolidating by category  
Consolidating by position

#### **Solving Problems**

Using Solver  
Saving a solution as a scenario  
Restoring the original values  
Changing a constraint  
Creating a Solver report  
Viewing solutions using scenarios

#### **Working with Views**

Using views  
Creating a normal view  
Creating a custom view  
Displaying a view  
Deleting a custom view

# Excel 2003 - Lvl 4

## Macros, Toolbars, and PivotTables

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### Synopsis:

This module introduces the skills necessary to utilize macros, customize toolbars, and work with PivotTables. It includes tasks to use, record, and edit macros; use custom toolbars and menus; and create a macro button. Students will also learn how to create and revise PivotTables.

### Prerequisites:

Excel 2003 - Lvl 3

### Objectives:

- Use macros
- Record macros
- Edit macros
- Use custom toolbars and menus
- Create macro buttons
- Create/Revise PivotTables

### This module includes:

#### Using Macros

- Defining macros
- Opening a workbook containing macros
- Running a macro
- Using a shortcut key
- Using the Visual Basic toolbar
- Opening the Visual Basic Editor window
- Using the Visual Basic Editor window

#### Recording Macros

- Recording a macro
- Assigning a shortcut key
- Using relative references
- Assigning a macro to a menu
- Removing a custom menu item
- Deleting a macro

#### Editing Macros

- Writing a new macro
- Entering macro comments
- Copying macro commands
- Editing macro commands
- Typing macro commands
- Running a macro from the Code window

#### Using Custom Toolbars and Menus

- Creating a custom toolbar
- Adding/Removing toolbar buttons
- Adding the Custom Button to a toolbar
- Assigning a macro to a button
- Changing a button image
- Displaying button text and image
- Attaching a custom toolbar
- Deleting a custom toolbar
- Creating a custom menu
- Adding custom menu commands

#### Creating Macro Buttons

- Using a macro button
- Creating a macro button
- Copying a macro button

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### Macros, Toolbars, and PivotTables

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Formatting a macro button  
Moving/Sizing a macro button  
Deleting a macro button

#### **Creating/Revising PivotTables**

Creating a PivotTable report  
Adding PivotTable report fields  
Selecting a page field item  
Refreshing a PivotTable report  
Changing the summary function  
Adding new fields to a PivotTable report  
Moving PivotTable report fields  
Hiding/Unhiding PivotTable report items  
Deleting PivotTable report fields  
Creating a page field report  
Formatting a PivotTable report  
Creating a PivotChart report  
Publishing PivotTable reports to the Web  
Adding fields to a PivotTable - browser  
Using a PivotTable list