



**THE
ENTERPRISE
CENTRE**

**Excel 2003
Advanced Functions & Macros
ENT1512**

1 Day

Workshop Goal

This **one day hands-on** workshop will teach participants how to utilize some of Excel's advanced functions such as lookup commands, scenarios, consolidating worksheets and using templates. Participants will also learn the basics of creating and running macros. It will also show participants proper naming and assigning techniques, and editing of the visual basic code macros are recorded in.

Topic Outline

Working with Data Series
Using Advanced Functions
Using Scenarios and Goal Seeking
Using Data Tables
Using Auditing Tools
Consolidating Worksheets
Solving Problems
Using Templates
Working with Comments
Using Worksheet Protection
Using Macros
Recording Macros
Editing Macros
Using Custom Toolbars and Menus
Creating Macro Buttons

Recommended Prior Learning

Completion of the **Excel Introduction** workshops or equivalent knowledge, and sufficient experience with **Excel** so that fundamental concepts are well known.