



**THE
ENTERPRISE
CENTRE**

**Excel 2003
Large Document Management
ENT1509**

1 Day

Workshop Goal

This **one day hands-on** workshop will familiarize participants with commands and features useful in designing and managing large single and multiple sheet workbook files in Excel.

Topic Outline

Using Large Worksheets
Working with Multiple Worksheets
Managing Worksheets
Using Multiple Workbooks
Working with Outlines
Using Paste Special
Using Range Names
Working with Labels in Formulas
Using Conditional and Custom Formats
Using Other Functions
Managing Files
Sharing Workbooks
Using Worksheet Protection

Recommended Prior Learning

Completion of the **Excel Introduction** workshop or equivalent knowledge, including sufficient time using Excel to appreciate the advanced topics covered in this workshop.