



# Excel 2003 Adv Part 1

## Course Outline



<b>Course Synopsis:</b>	Analyzing Data with Advanced Tools – Working with Complex IF Statements; Distribution and the Histogram Tool; Regression and Analysis Tools; Using Statistical and Probability Functions; Financial Functions; Date Functions; Text Functions
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Excel 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	The user will learn to create macros in Excel using VBA. The two types of macros that will be discussed are: <ol style="list-style-type: none"> <li>1. Function Macros</li> <li>2. Procedural Macros</li> </ol>
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	Using Visual Basic for Applications (2 day course)
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



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### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Working with the IF Function

- Calendar Application
- =IF()
- Partial Absolute Cell Reference

#### Using the Histogram and Regression Analysis

- Histogram
- Histogram Options
- Regression Analysis
- Regression Options
- Regression Two Variable

#### Statistical Functions

#### Financial Functions

#### Date Functions

#### Text Functions