



# Excel 2003 Adv Part 2

## Course Outline



<b>Course Synopsis:</b>	Power User/Visual Basic – An Introduction to Macros and Visual Basic; Using Dialog Boxes; Recording Macros; Functions; Using Visual Basic; Building an Application
<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 student will learn advanced functions within Excel. Date Functions, Text Functions, Math and Trig functions and Statistical functions.
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	Excel Intermediate Part 1
<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.*

#### Macros

- What are Macros?
- Function Macros
- Recording Macros Excel 7
- Recording Macros Excel 97
- Recording an Absolute Macro Excel 7
- Recording an Absolute Macro Excel 97
- Stepping Through Macros
- Printing a Selected Area
- Building a Sample Menu
- Hand Coded Macros
- Getting Input from the User
- Moving the Cell Pointer in a Macro
- Conditionally Formatting with a Macro
- Entering a Formula in a Macro