Advanced Excel 2003

ramco
Co-create. Innovate. Win.

Objective

- ◆ Customization
- ◆ Protection
- ◆ Functions
- ◆ Consolidation
- ◆ Subtotal
- ◆ Advanced Filters
- ◆ Create List
- ◆ Track Changes

Objective

◆ Data Validation

◆ Formula Auditing

◆ Conditional Formatting

◆ Pivot Table and Charts

◆ Macros

Customization

- Custom Menu Creation
- Custom Toolbar Creation
- Preparing a Custom List
- Creating a User Defined View
- Creating a User Defined Name for a Cell

Protection

◆ Protecting a File with a Password

◆ Protecting Workbook

◆ Protecting a Worksheet

◆ Protect a Single Cell or group of cells

Functions

- Lookup and Reference:
  - Vlookup
    - VLOOKUP(lookup_value,table_array,col_index_num,range_lookup)

  - Match
    - Match(lookup_value,lookup_Array, Match Type)
  - Index
    - Index(array,rownum,colnum)

Functions

- Database
  - Dsum
    - Dsum(database,field,Criteria)

  - DCount
    - DCount(database,field,Criteria)

Functions

- ◆ Text
  - ▶ Concatenate(string1,String2,..)
  - ▶ Left(string1,no of characters)
  - ▶ Right(string1,no of characters)
  - ▶ Proper(string1)
  - ▶ Mid(string1,startnum,no of characters)

Functions

- Statistical
  - Countif(Range,Criteria)
  - Count(range)
  - Counta(range)
  - Countblank(range)
- Math & Trig
  - Sum()
  - sumif(Range,Criteria,sumrange)

Consolidation

◆ To summarize and report results from multiple worksheets, you can consolidate data from each worksheet into a master worksheet.

◆ The worksheets can be in the same workbook or other workbooks. When you consolidate data, you are assembling data so you can more easily update and aggregate it on a regular basis.

Subtotal

◆ Microsoft Excel can automatically calculate subtotal and grand total values in a list. When you insert automatic subtotals.

◆ Excel outlines the list so that you can display and hide the detail rows for each subtotal.

Advanced Filter

◆ The Advanced Filter command can filter a range in place like the AutoFilter command, but it does not display drop-down lists for the columns.

◆ Instead, you type the criteria you want to filter by in a separate criteria range above the range.

◆ A criteria range allows for more complex criteria to be filtered.

Create List

◆ When you specify a range of cells as a list in Microsoft Excel, the list user interface integrates and makes readily available much of the standard functionality that you might want to use on the data within that list .

Track Changes

◆ Microsoft Excel can maintain and display information about how a worksheet was changed.

◆ Change tracking logs details about workbook changes each time you save a workbook. You can use this history to understand what changes were made, and to accept or reject revisions.

◆ This capability is particularly useful when several users edit a workbook. It's also useful when you submit a workbook to reviewers for comments, and then want to merge input into one copy, selecting which changes and comments to keep.

Data Validation

- ◆ Settings
  - ▪ Whole number
  - ▪ List
  - ▪ Decimal
  - ▪ length
- ◆ Input Message
- ◆ Error Alert

Formula Auditing

- ◆ Trace Precedents
- ◆ Trace Dependents
- ◆ Trace Error
- ◆ Circle Invalid Data

Conditional Formatting

- It is Formatting based on a condition
- Maximum no of conditions given is three

Pivot Table and Charts

- ◆ It is a great data analysis tool for management.

- ◆ PivotTables allow you to create multidimensional data views by dragging and dropping column headings to move data around.

- ◆ It sorts and sums independent of the Original data layout in the spreadsheet.

Macros

- ◆ If you perform a task repeatedly in Microsoft Excel, you can automate the task with a macro.

- ◆ A macro is a series of commands and <u>functions</u> that are stored in a Microsoft Visual Basic <u>module</u>and can be run whenever you need to perform the task.

- ◆ For example, if you often enter long text strings in cells, you can create a macro to format those cells so that the text wraps.