

# Microsoft Excel 2003 Advanced



9th May 2007  
9.00am—5.00pm (Registrations from 8.30am)  
KAZ Group Pty Ltd  
30 Pirie Street  
Adelaide SA 5000



Students will cover the following topics: working with advanced formulas, lookups and data tables, advanced list management, working with PivotTables, exporting and importing, using analytical options, working with macros, interactive Web pages, using SharePoint services.

After completing this course, students will know how to:

- Use names to make formulas easier to understand; use the IF and SUMIF functions to calculate a value based on specified criteria; use the nested IF function to evaluate complex conditions; use the ROUND function to round off numbers; and use the PMT function to calculate periodic payments for a loan.
- Use the VLOOKUP function to find a value in a worksheet list; use the MATCH function to find the relative position of a value in a range; use the INDEX function to find the value of a cell at a given position within a range; and use data tables to project values.
- Summarize worksheet data by creating automatic subtotals; use the Data Validation feature to validate data entered in cells; use database functions to summarize list values that meet the criteria you specify; and use data forms to add data.
- Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing and comparing large amounts of data; change PivotTable view by moving fields and by hiding and showing details; improve the appearance of a PivotTable by changing its field settings and applying a format; and create a PivotChart to graphically display data from a PivotTable.
- Export data from Excel to a text file, and import data from a text file into an Excel workbook; import XML data into a workbook, and export data from a workbook to an XML data file; and use Microsoft Query and the Web query feature to import data from external databases.
- Use the Goal Seek and Solver utilities to meet a target output for a formula by adjusting the values in the input cells; install and use Analysis ToolPak to perform statistical analysis; create scenarios to save various sets of input values that produce different results.

## Registration Form

Name \_\_\_\_\_

Name of Employer/Facility \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Special Requirements (access, dietary requirements) \_\_\_\_\_

### REGISTRATION FEES (GST Inc):

#### ACS Members

#### Non Members

\$176.00

\$264.00

### Registration Information

**Bookings:** Must be made prior to the workshop on the registration form provided and FAXED back to ACS SA&NT 8338 7077. (Please note no telephone bookings will be accepted).

**Confirmations:** A confirmation letter and tax invoice will be sent upon receipt of the registration to the contact details as detailed above.

**Payment:** An invoice will be issued upon receipt of registration and payment can be made by:  
**Cheque** - cheques should be made payable to ACS SA&NT and mailed to 246 Glen Osmond Road Fullarton SA 5063  
**Direct Credit** - payment can be deposited into ACS SA&NT bank account ANZ Bank Hutt Street BSB 015 056 Account 1001 04624 and quote Invoice Number

**Refund Policy:** Should any delegate withdraw from the seminar in less than 5 working days prior to its commencement, no refund will be given. A substitute delegate is welcome. Please notify ACS SA&NT of substitute delegates as soon as possible.

**Cancellations:** ACS SA&NT reserves the right to cancel events if sufficient numbers are not achieved. In the case of a cancellation by ACS SA&NT all registration fees will be refunded in full.