



Microsoft Excel 2003 Adv. Functions, Macros & Scenarios

USING ADVANCED FUNCTIONS

- Using VLOOKUP & HLOOKUP Functions
- Using the IF & Nested IF Functions
- Using the ISERROR Function
- Using AND/OR Conditions with IF
- Using the ROUND Function
- Limiting the Precision of Numbers

USING SCENARIOS & GOAL SEEKING

- Using the Scenario Manager
- Creating/Editing a Scenario
- Displaying a Scenario
- Creating a Scenario Summary Report
- Using Goal Seek

USING AUDITING TOOLS

- Displaying the Formula Auditing Toolbar
- Displaying/Removing Dependent Arrows
- Displaying/Removing Precedent Arrows
- Removing All Arrows
- Tracing Cells Causing Errors
- Using the Trace Error Button
- Using the Error Checking Button
- Using the Evaluate Formula Button
- Using the Watch Window

CONSOLIDATING WORKSHEETS

- Consolidating by Category
- Consolidating by Position

WORKING WITH DATA SERIES

- Using the Series Command
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series

USING DATA TABLES

- Placing Formulas in Data Tables
- Creating a One-Variable Data Table
- Creating a Two-Variable Data Table

SOLVING PROBLEMS

- Using Solver
- Saving the Solution as a Scenario
- Restoring the Original Values
- Changing a Constraint
- Creating a Solver Report
- Using Scenarios to View Solutions

USING MACROS

- Defining & Running a Macro
- Opening a Workbook Containing Macros
- Assigning a Shortcut Key
- Using the Visual Basic Toolbar
- Opening/Using the VB Editor Window

RECORDING MACROS

- Recording a Macro
- Assigning a Shortcut Key
- Using Relative References
- Adding/Deleting a Macro on a Menu
- Deleting a Macro

EDITING MACROS

- Writing a New Macro
- Entering/Editing Macro Comments
- Copying Macro Commands
- Running a Macro from the Code Window

USING CUSTOM TOOLBARS & MENUS

- Creating a Custom Toolbar
- Adding/Removing Toolbar Buttons
- Assigning a Macro to a Button
- Displaying Button Text and Images
- Attaching/Deleting a Custom Toolbar
- Creating a Custom Menu
- Adding Custom Menu Commands

CREATING A MACRO BUTTON

- Using a Macro Button
- Creating/Deleting a Macro Button
- Copying & Formatting a Macro Button
- Moving/Sizing a Macro Button