

# ON LINE SERVICES

## Course Description

*Targeted Training Series*

### **EXCEL FOR OFFICE 97**

#### **Charting, Databases and Macros**

This 1/2 Day workshop is designed for the experienced Excel User. Our goal in this three hour session is to provide users with a more indepth knowledge of Charting, and databases, how and when to use pivot tables and an introduction to Macros. This workshop uses class time for instructor led training as well as individual practice.

***A detail listing of topics covered follow:***

#### **ADVANCED CHARTING**

- Creating a Chart*
- Specifying Chart Type*
- Specifying Chart Source Data*
- Specifying Chart Options*
- Specifying Chart Location*
- Moving And Resizing A Chart*
- Viewing The Chart Toolbar*
- Adding Data*
- Adding Trendlines*
- Chart sheet vs. Embedded Charts*

#### **CREATING BASIC PIVOT TABLES**

- Creating a Pivot Table*
- Updating Pivot Table Information*
- Changing Fields In A Pivot Table*
- Changing a Pivot Table Layout*
- Hiding Items In A Pivot Table*
- Grouping Pivot Table Data*

#### **USING DATABASE FEATURES**

- Understanding An Excel List*
- Using The Data Form*
- Querying Data In A Data Form*
- Sorting Data*
- Using The Autofilter Feature*
- Creating A Custom Autofilter*
- Creating A Custom List*

#### **CREATING BASIC MACROS**

- Understanding Macros*
- Creating Macros*
- Running Macros*
- Editing Macros*
- Deleting Macros*
- Assigning Tool Buttons*

---