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Excel 2003 - Level 2

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

Overview:

In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Who Should Attend:

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students who desire to prepare for the Microsoft Office Specialist exam in Excel or Module 2 and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

At Course Completion:

You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Prerequisite(s) or equivalent knowledge:

Excel 2003 – Level 1

Outline:

Lesson 1: Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Use Web-based Research Tools

Lesson 2: Creating and Modifying Charts

- Create a Chart
- Format Chart Items



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Change the Chart Type
Create a Diagram

Lesson 3: Working with Graphic Objects

Insert Graphics
Create AutoShapes
Format Graphic Objects
Change the Order of Graphic Objects
Group Graphic Objects
Move, Copy, and Resize Graphic Objects

Lesson 4: Calculating with Advanced Formulas

Create and Apply a Name for a Range of Cells
Calculate Across Worksheets
Calculate with Date and Time Functions
Calculate with Financial Functions
Calculate with Statistical Functions
Calculate with Lookup and Reference Functions
Calculate with Logical Functions

Lesson 5: Sorting and Filtering Data

Sort Data Lists
Filter Data Lists
Create and Apply Advanced Filters
Calculate with Database Functions
Add Subtotals to a Worksheet

Lesson 6: Using Excel with the Web

Export Excel Data
Publish a Worksheet to the Web
Import Data from the Web
Create a Web Query