

Excel 2003 - Level 2

Days of Training: 1

Overview

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

Prerequisites

- Excel 2003 - Level 1

At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Creating and Applying Templates.
- Creating and Modifying Charts.
- Working with Graphic Objects.
- Calculating with Advanced Formulas.
- Sorting and Filtering Data.
- Using Excel with the Web.

EXCEL2003L2

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
- 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