

ExecuTrain Course Outline

Excel 2003 Level II

S0094v1.0

2 Days

Course Description

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

Prerequisites

To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking the Following element K course: Microsoft Excel 2003: Level 1 In addition, Web browsing experience is strongly recommended.

Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- ◆ Create and apply templates.
- ◆ Create and modify charts.
- ◆ Work with graphic objects.
- ◆ Calculate with advanced formulas.
- ◆ Sort and filter data.
- ◆ Use Excel with the Web.

Outline

Creating and Applying Templates

- Create a Workbook from a Template
- Creating a Workbook from a Web Template
- Create a Custom Template
- Working with Comments
 - Add a Comment
 - Edit a Comment
 - Delete a Comment
 - How to print a Comment
- Create a Hyperlink
 - Creating a Hyperlink to an Existing File
 - Edit a Hyperlink
- Use Web based Research Tools

Creating and Modifying Charts

- Working with Charts
 - Creating a Chart
 - Creating a Pie Chart
 - Exploding a Wedge in a Pie Chart
 - Modifying a Chart
 - Previewing and Printing a Chart
- Modifying Chart Options
 - Modifying Titles and Labels
 - Modifying Axes, Gridlines, and Legends
 - Working with Data Tables
 - Changing the Data Range
 - Working with Data Series

- Deleting a Chart
- Formatting Charts
- Activating Chart Objects
- Changing Colors, Borders, and Patterns
- Changing Font and Number Formatting
- Formatting Axes and Gridlines
- Formatting Data Series and Chart Area Options
- Creating a Custom Chart Type
- Applying a Custom Chart Type
- Plotting a Series on a Secondary Axis

Working with Graphic Objects

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

Calculating with Advanced Formulas

- Understanding Relative, Absolute, and Mixed Formulas
 - Creating Absolute and Mixed References
- Create and Apply a Name for a Range of Cells
 - Selecting and Naming Ranges
 - Calculate with Name Range
 - Delete Named Range
- Calculate Across Worksheets
 - Working Across Worksheets and Workbooks
 - Working with Multiple Sheet Formulas
- Calculate with Date and Time Functions
 - TODAY, NOW , DAYS360
- Calculate with Financial Functions

- PMT, SLN ,

- Calculate with Statistical Functions
 - MODE , SMALL, LARGE

- Calculate with Lookup and Reference Functions
 - VLOOKUP, HLOOKUP

- Calculate with Logical Functions
 - IF , AND, OR

Sorting and Filtering Data

- Understanding Data Lists
- Sort Data Lists
- Filter Data Lists
- Using AutoFilter and Removing AutoFilter
 - Working with Filtered Data
 - Using AutoFilter with Top 10
 - Creating a Custom AutoFilter
 - Filtering with a Single Comparison Criterion
 - Filtering with Two Comparison Criteria
- Create and Apply Advanced Filters
 - Setting Up the Criteria Range
 - Examples of Criteria Ranges
 - Filtering Data with the Advanced Filter
 - Displaying All Data
- Calculate with Database Functions
 - Working with Database Functions
 - Counting the Occurrences of a Value
 - Finding the Sum of Specific Records
 - Finding the Average of Specific Records
- Add Subtotals to a Worksheet

Using Excel with the Web

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