

ExecuTrain Course Outline

Excel 2003 Level I

S0094v1.0

1 Day

Course Description

This course is for individuals who have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. In this course, you will use Microsoft® Excel 2003 to manage, edit, and print data.

Prerequisites

To ensure your success, we recommend you first take the following Element K course or have equivalent Knowledge:

- Microsoft Office Windows XP: Introduction If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

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 a basic worksheet.
- ◆ Develop a workbook.
- ◆ Modify a worksheet.
- ◆ Print the contents of a workbook.
- ◆ Perform calculations.
- ◆ Customize the layout of the Excel window.
- ◆ Format a worksheet.

Outline

Getting Started with Excel

- An Overview of Excel
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go To Cell Data
- Spell Check a Worksheet

Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create an Absolute Reference

Formatting a Worksheet

- Change Font Size and Type
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats

- Create a Custom Number Format
- Align Cell Contents
- Find and Replace Formats
- Apply an AutoFormat
- Apply Styles

Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets

Printing Workbook Contents

- Set a Print Title
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Insert and Remove Page Breaks
- Print a Range

Customizing Layout

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets
- Copy a Workbook
- Copy and Paste Worksheets

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

ExecuTrain Course Outline

Excel 2003 Level III

ET84262

1 Day

Description

This course covers running automating common tasks, applying advanced analysis techniques to complex data sets, collaborating on worksheets with others, and sharing Excel data with other applications.

Prerequisites

To ensure the successful completion of this course, we recommend completion of the following courses, or equivalent knowledge:

- Excel 2003: Level 1
- Excel 2003: Level 2

Who Should Take This Course?

This course is for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Objectives

- ✓ Customize workbooks.
- ✓ Collaborate with others using workbooks.
- ✓ Audit worksheets.
- ✓ Analyze data.
- ✓ Work with multiple workbooks.
- ✓ Import and export data.
- ✓ Structure workbooks with XML.

Outline

Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Adjust Macro Settings
- Administer Digital Signatures

Auditing Worksheets

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable[©] Report
- Develop a PivotChart[©] Report
- Perform Statistical Analysis with the Analysis ToolPak

Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Import Text Files

Structuring XML Workbooks

- Develop XML Maps
- Import, Add, and Export XML Data
- Manage XML Workbooks
- Apply XML View Options

Course:**Microsoft® Office Excel 2003: Introduction to VBA**

Course Specifications

Course number: 084263
Software: Excel
Course length: 1.0 day

Course Description

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In *Excel 2003: Introduction to VBA* you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in *Excel 2003: Level 1* and *Excel 2003: Level 2*.

Course Objective: You will use VBA to create macros for automating repetitive tasks in Excel 2003.

Target Student: Students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, students who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

Prerequisites: To ensure your success, we recommend you first take the *Excel 2003: Level 2* Element K course or have equivalent knowledge.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system (300 MHz is recommended).
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A CD-ROM and floppy-disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows

Software Requirements

- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3
- Microsoft Office 2003 Professional Enterprise Edition

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Develop macros.
- Format worksheets.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.

Course Content

Lesson 1: Developing Macros

Topic 1A: Create a Macro with the Macro Recorder

Topic 1B: Edit a Macro

Topic 1C: Debug a Macro

Topic 1D: Customize Toolbars, Menus, and Hotkeys

Lesson 2: Formatting Worksheets

Topic 2A: Sort Data

Topic 2B: Insert Rows and Columns

Topic 2C: Insert Text

Topic 2D: Format Text

Topic 2E: Duplicate Data

Topic 2F: Generate a Report

Lesson 3: Creating an Interactive Worksheet

Topic 3A: Determine Dialog Box Type

Topic 3B: Capture User Input

Lesson 4: Working with Multiple Worksheets

Topic 4A: Insert, Copy, and Delete Worksheets

Topic 4B: Rename Worksheets

Topic 4C: Modify the Order of Worksheets

Topic 4D: Print Worksheets

Lesson 5: Performing Calculations

Topic 5A: Create User-defined Functions

Topic 5B: Automate SUM Functions

Appendix A: Microsoft Office Specialist Program