

Microsoft® Office Excel 2003: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

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

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.

Course Content

Lesson 1: Creating and Applying Templates
Topic 1A: Create a Workbook from a Template
Topic 1B: Create a Custom Template
Topic 1C: Working with Comments
Topic 1D: Create a Hyperlink
Topic 1E: Use Web-based Research Tools

Lesson 2: Creating and Modifying Charts
Topic 2A: Create a Chart
Topic 2B: Format Chart Items
Topic 2C: Change the Chart Type
Topic 2D: Create a Diagram

Lesson 3: Working with Graphic Objects
Topic 3A: Insert Graphics
Topic 3B: Create AutoShapes
Topic 3C: Format Graphic Objects
Topic 3D: Change the Order of Graphic Objects
Topic 3E: Group Graphic Objects
Topic 3F: Move, Copy, and Resize Graphic Objects

Lesson 4: Calculating with Advanced Formulas
Topic 4A: Create and Apply a Name for a Range of Cells
Topic 4B: Calculate Across Worksheets
Topic 4C: Calculate with Date and Time Functions

Topic 4D: Calculate with Financial Functions
Topic 4E: Calculate with Statistical Functions
Topic 4F: Calculate with Lookup and Reference Functions
Topic 4G: Calculate with Logical Functions

Lesson 5: Sorting and Filtering Data
Topic 5A: Sort Data Lists
Topic 5B: Filter Data Lists
Topic 5C: Create and Apply Advanced Filters
Topic 5D: Calculate with Database Functions
Topic 5E: Add Subtotals to a Worksheet

Lesson 6: Using Excel with the Web
Topic 6A: Export Excel Data
Topic 6B: Publish a Worksheet to the Web
Topic 6C: Import Data from the Web
Topic 6D: Create a Web Query

Are you a pencil pusher trapped in a computer?

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