

EXCEL 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course teaches intermediate-level features and functions of Excel 2003. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates.

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Unit 1 : Working with large worksheets

Topic A: Viewing options

A-1: Zooming in and out on a large worksheet

A-2: Using the Freeze Panes command

A-3: Splitting a worksheet into panes

Topic B: Hiding, displaying, and outlining data

B-1: Hiding and unhiding columns and worksheets

B-2: Creating an outline

Topic C: Printing large worksheets

C-1: Setting print titles

C-2: Setting page breaks

C-3: Using Page Break Preview

Unit 2 : Using multiple worksheets and workbooks

Topic A: Using multiple worksheets

A-1: Navigating between multiple worksheets

A-2: Naming worksheets and coloring tabs

A-3: Working with multiple worksheets

A-4: Previewing and printing multiple worksheets

Topic B: Linking worksheets by using 3-D formulas

B-1: Creating 3-D formulas

B-2: Adding a Watch window

Topic C: Consolidating data

C-1: Using the Consolidate command

Topic D: Linking workbooks

D-1: Switching between workbooks

D-2: Examining external links in a worksheet

D-3: Creating external links in a worksheet

D-4: Editing links

Topic E: Managing workbooks

E-1: Creating a workspace

Unit 3 : Customizing Excel

Topic A: Using the Options dialog box

A-1: Changing view options

A-2: Changing general options

A-3: Changing calculation options

Topic B: Customizing toolbars and menus

B-1: Showing and hiding toolbars

B-2: Moving and docking toolbars

B-3: Customizing and restoring toolbars

B-4: Customizing a menu

B-5: Exploring short menus and smart menus

Unit 4 : Advanced formatting

Topic A: Borders and shading

A-1: Adding borders to a cell or range

A-2: Adding shading to a cell or range
Topic B: Using special number formats
B-1: Using special formats
B-2: Controlling the display of zero values
B-3: Creating custom formats
B-4: Applying conditional formatting
Topic C: Working with dates
C-1: Using date and time formats
C-2: Using the NOW and DATE functions
C-3: Performing calculations on dates
Topic D: Working with styles
D-1: Observing built-in styles
D-2: Creating and applying styles
D-3: Modifying styles
Topic E: Other advanced formatting
E-1: Merging cells
E-2: Changing a cell's orientation
E-3: Splitting cells

Unit 5 : List management

Topic A: Examining lists
A-1: Examining the structure of a list
Topic B: Sorting and filtering lists
B-1: Sorting a list by using the Standard toolbar
B-2: Sorting a list by using the Sort command
B-3: Filtering a list by using AutoFilter
Topic C: Advanced filtering
C-1: Using the Custom AutoFilter criteria
C-2: Using the Advanced Filter dialog box
C-3: Copying filtered results to another range

Unit 6 : Advanced charting

Topic A: Chart formatting options
A-1: Adjusting the scale of a chart
A-2: Formatting a data point
Topic B: Using combination charts
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B-2: Creating a trendline
Topic C: Using graphic elements
C-1: Adding graphic elements
C-2: Formatting a graphic element
C-3: Adding a picture to a worksheet

Unit 7 : Documenting and auditing

Topic A: Auditing features
A-1: Tracing precedent and dependent cells
A-2: Tracing errors
Topic B: Comments and text boxes
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B-2: Adding a comment
B-3: Managing comments
B-4: Creating a text box
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C-1: Password-protecting a worksheet
C-2: Protecting part of a worksheet by unlocking cells
C-3: Discussing digital signatures
Topic D: Workgroup collaboration
D-1: Sharing a workbook
D-2: Merging workbooks
D-3: Tracking changes in a workbook

Unit 8 : Using templates

Topic A: Built-in templates

A-1: Using the Sales Invoice template

A-2: Using the ExpenseStatement template

Topic B: Creating and managing templates

B-1: Creating a template

B-2: Modifying a template

B-3: Using an alternate template location

Appendix A : Web discussions

Topic A: Creating and responding to Web discussions

Appendix B : MOS exam objectives map

Topic A: Core exam objectives

Topic B: Expert exam objectives