

Course 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. This course is approved courseware for Microsoft Office Specialist certification.

Who Should Attend: Students who want to gain the skills necessary to create templates, sort and filter data, and import, export, and analyze data, should take this course. This course also helps prepare students for the Microsoft Office Specialist exam in Excel .

Prerequisites: Students should have experience creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking Microsoft Excel 2003: Level 1. In addition, Web browsing experience is strongly recommended.

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

- Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.
- Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.
- Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.
- Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.
- Sort lists by columns; and filter lists based on complex criteria.
- Format data points; create combination charts and trendlines; and add and format graphic elements.
- Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.
- Work with Excel's built-in templates; and create and manage custom templates.

Course Outline:

Unit 1: Working with large worksheets

Topic A: Viewing options
Topic B: Hiding, displaying, and outlining data
Topic C: Printing large worksheets

Unit 2: Using multiple worksheets and workbooks

Topic A: Using multiple worksheets
Topic B: Linking worksheets by using 3-D formulas
Topic C: Consolidating data
Topic D: Linking workbooks
Topic E: Managing workbooks

Unit 3: Customizing Excel

Topic A: Using the Options dialog box
Topic B: Customizing toolbars and menus

Unit 4: Advanced formatting

Topic A: Borders and shading
Topic B: Using special number formats
Topic C: Working with dates
Topic D: Working with styles
Topic E: Other advanced formatting

Unit 5: List management

Topic A: Examining lists
Topic B: Sorting and filtering lists
Topic C: Advanced filtering

Unit 6: Advanced charting

Topic A: Chart formatting options
Topic B: Using combination charts
Topic C: Using graphic elements

Unit 7: Documenting and auditing

Topic A: Auditing features
Topic B: Comments and text boxes
Topic C: Protection
Topic D: Workgroup collaboration

Unit 8: Using templates

Topic A: Built-in templates
Topic B: Creating and managing templates

Appendix A: Web discussions

Topic A: Creating and responding to Web discussions

Appendix B: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives
Topic B: Expert exam objectives