

Course ID

M-EXCEL03L02

Course Duration

1 day

Course Title

Microsoft Office Excel 2003: Level 2

Related Courses

- Microsoft Office Excel 2003: Level 3 (M-EXCEL03L3, 1 day)

Aimed At

Those with a basic level of skill in Excel 2003 who wish to enhance their proficiency in Excel or who wish to prepare for the Microsoft Office Specialist examination in Excel 2003.

Group Size

5-15

Prerequisites

- Microsoft Office Excel 2003: Level 1 (M-EXCEL03L01, 1 day)

In addition, some web browsing experience is strongly recommended.

**Course
in a Nutshell**

In the first course of this three-course series, you learned how to edit, format, and print basic Excel 2003 spreadsheets. In this course, you will learn how to streamline repetitive tasks with templates, advanced formulas, and sorting and filtering techniques. You will learn how to display the spreadsheet data in more visually appealing manner by using charts and graphics. You will also learn how to use Excel with the World Wide Web.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

Upon successful completion of this course, you 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 World Wide Web.

**Course
Outline**

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

Wrap-up

- About the Microsoft Office Specialist Program
- Recap, Q/A, and evaluations

Lab Requirements

Hardware Requirements: This course requires one computer for each participant and one for the instructor. Computers should have the following minimum configuration:

- 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 of 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 of free hard-disk space available for the Office installation.
- A 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 and Software Requirements:

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

**How You Will
Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

July 30, 2006