

Course Objective

This courseware is a continuation of the Microsoft Office Excel 2003 – Specialist courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> start and access Excel | <input type="checkbox"/> open, close, and save workbooks |
| <input type="checkbox"/> access menu commands by using both the mouse and keyboard | <input type="checkbox"/> format cells in the worksheet |
| <input type="checkbox"/> use the toolbar or be familiar with most of the options found on the toolbar | <input type="checkbox"/> enter a simple formula |
| <input type="checkbox"/> move around the worksheet with the mouse or keyboard | <input type="checkbox"/> rename and add color to worksheet tabs |
| <input type="checkbox"/> enter numeric and text data into the worksheet | <input type="checkbox"/> select cells in the worksheet by using different selection methods |
| <input type="checkbox"/> create a new worksheet | <input type="checkbox"/> copy and move data in the worksheet, including the AutoFill handle |
| <input type="checkbox"/> format the data in the worksheet | <input type="checkbox"/> print worksheets and customize print options |
| <input type="checkbox"/> select cells in the worksheet by using different selection methods | <input type="checkbox"/> change cell width, height, and alignment |
| <input type="checkbox"/> insert and move worksheets within the workbook | <input type="checkbox"/> use common built-in functions |
| <input type="checkbox"/> enhance the appearance of the worksheet by using features such as bold, italics or borders | <input type="checkbox"/> use automatic subtotals |
| <input type="checkbox"/> create a chart from the data in the worksheet | <input type="checkbox"/> use drawing tools |
| <input type="checkbox"/> save the chart | <input type="checkbox"/> change Excel options |
| | <input type="checkbox"/> create and edit simple charts |
| | <input type="checkbox"/> use some of the advanced built-in functions for financial, statistical, or lookup |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows



Courseware Outline

About This Courseware

- Courseware Conventions
- Courseware Objectives and Prerequisites
- A Quick Review of Basics
- Review Exercises

Working with Lists and Databases

- Objectives of Section 1
- Using Lists
 - Creating a List
 - Modify List Ranges
 - Defining Names for List Ranges
- Understanding Database Concepts and Terminology
 - Using Database Terminology
- Creating a Database
- Filtering Information
 - Using Advanced Filters
 - Using Comparison Operators
- Using Advanced Functions
 - Creating and Editing Database Functions
 - Using the Subtotal Function
 - Using Lookup and Reference
- Grouping and Outlining Data
- Summarizing Data
- Apply Your Skills Exercises
- Summary of Section 1
- Questions and Review

Formatting Cells

- Objectives of Section 2
- Looking at Custom Cell Formats
 - Using Custom Number Formats
 - Using Custom Currency Formats
 - Using Custom Date and Time Formats
 - Custom Scientific Formats
 - Using Custom Text Formats
- Using Conditional Formatting
- Modifying Drawing Objects
 - Formatting Shapes
 - Resizing, Reshaping, and Scaling Objects
 - Shadows and 3-D Effects
 - Cropping and Rotating Objects
 - Image Contrast and Brightness
- Apply Your Skills Exercises
- Summary of Section 2
- Questions and Review

Customizing Charts

- Objectives of Section 3
- Customizing a Chart
- Modifying Chart Options
- Formatting the Legend

- Formatting an Axis
- Formatting Title Text
- Formatting Data Series
- Formatting Plot and Chart Area
- Apply Your Skills Exercises
- Summary of Section 3
- Questions and Review

Templates & Validating Data

- Objectives of Section 4
- Using Built-In Templates
- User-Defined Templates
 - Creating a Template
 - Using User-Defined Templates
 - Editing Templates
 - Deleting Templates
 - Alternate Location for Storing Templates
- Validating Data
 - Using Pick Lists
 - Circling Invalid Data
- Apply Your Skills Exercises
- Summary of Section 4
- Questions and Review

Managing Your Workbooks

- Objectives of Section 5
- Auditing a Worksheet
 - Error Checking Tool
 - Manual Checking and Displaying Formulas
- Correcting Worksheet Errors
 - Tracing Formula Errors
 - Tracing Circular References
 - Using Cell Watch
 - Evaluate Formulas
- Protecting Your Workbook
 - Using Passwords
 - Worksheet Protection
 - Workbook Protection
 - Protecting Files
 - Using AutoRecover
- Apply Your Skills Exercises
- Summary of Section 5
- Questions and Review

Using Analysis Tools

- Objectives of Section 6
- What-If Analysis
 - Using the Goal Seeking Tool
 - Using the Solver
- Using a Data Table
 - Single Variable Data Tables
 - Two-variable Data Table
 - Multiple Formulas in a Data Table
- Using Trendlines
 - Creating a Trendline
 - Looking at Trendline Options
- Using PivotTables
 - Creating a PivotTable
 - Creating a PivotChart

- Modifying Field Positions
 - Modifying Data Field Options
- Analysis ToolPak
- Working with Scenarios
 - Creating Scenarios
 - Using Scenarios
 - Creating Scenario Summaries
- Apply Your Skills Exercises
- Summary of Section 6
- Questions and Review

Collaborating with Others

- Objectives of Section 7
- Consolidating Data
- Looking at Workgroup Functions
 - Creating a Shared Workbook
 - Resolving Shared Workbook Conflicts
 - Tracking Changes
 - Showing History of Changes
 - Removing Shared Use of Workbooks
- Merging Workbooks
- Linking Worksheets & Workbooks
 - Creating Linked Workbooks
 - Managing the Links
 - Removing the Links
- Changing and Displaying Workbook Properties
- Apply Your Skills Exercises
- Summary of Section 7
- Questions and Review

Importing and Exporting Data

- Objectives of Section 8
- Save as Web Page
- Importing Data
 - Importing Text Files
 - Importing from Other Applications
 - Importing Using a Web Query
 - Importing from a Web Page
- Using XML
 - Exporting Data as XML Spreadsheet
 - Importing an XML Data File
 - Managing Elements and Attributes
 - Changing XML View Options
 - Managing XML Maps
 - Exporting Data Using an XML Maps
- Apply Your Skills Exercises
- Summary of Section 8
- Questions and Review



Using Macros & Custom Forms

- Objectives of Section 9
- Customizing Toolbars
 - Adding and Deleting Toolbar Buttons
 - Modifying Toolbar Buttons
 - Creating a Custom Toolbar or Menu
- Using Macros in Excel
 - Creating and Using a Macro
 - Opening a Workbook Containing a Macro
 - Editing a Macro
 - Adding Macros to Toolbars

Using Digital Certificates

- Creating a Digital Certificate
- Apply Digital Certificate to Macro
- Applying a Digital Certificate to a Workbook
- Removing a Digital Certificate
- Creating Forms with Controls
 - Adding Controls to a Worksheet
 - Using Spin Buttons or Scroll Bars
 - Using Check Boxes or Option Buttons

Using List Boxes or Combo Boxes

- Changing Excel Options
- Apply Your Skills Exercises
- Summary of Section 9
- Questions and Review

Appendices

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
- Index
- Microsoft Office Excel 2003 Exam Objectives

