

Microsoft Office Excel 2003 - Level 1

Days of Training: 1

Overview

In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Prerequisites

Windows XP (New Version) - Level 1

Next Steps

Excel 2003 - Level 2

Lesson 1: Getting Started with Excel

- An Overview of Excel
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

Lesson 2: Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go To Cell Data
- Spell Check a Worksheet

Lesson 3: Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create an Absolute Reference

Lesson 4: Formatting a Worksheet

- Change Font Size and Type
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats
- Create a Custom Number Format
- Align Cell Contents
- Find and Replace Formats
- Apply an AutoFormat
- Apply Styles

Lesson 5: Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets
- Copy a Workbook

Lesson 6: Printing Workbook

Contents

- Set a Print Title
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Insert and Remove Page Breaks
- Print a Range

Lesson 7: Customizing Layout

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets

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Microsoft Office Excel 2003 - Level 2

Days of Training: 1

Overview

In this course, you will use Microsoft Office Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Prerequisites

Excel 2003 - Level 1

Next Steps

Excel 2003 - Level 3

Lesson 1: Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Use Web-based Research Tools
- (Optional)**

Lesson 2: Creating and Modifying Charts

- Create a Chart
- Format Chart Items
- Change the Chart Type
- Create a Diagram **(Optional)**

Lesson 3: Working with Graphic Objects **(Optional)**

- Insert Graphics
- Create AutoShapes
- Format Graphic Objects
- Change the Order of Graphic Objects
- Group Graphic Objects
- Move, Copy, and Resize Graphic Objects

Lesson 4: Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Date and Time Functions
- Calculate with Financial Functions
- Calculate with Statistical Functions
- Calculate with Lookup and Reference Functions
- Calculate with Logical Functions

Lesson 5: Sorting and Filtering Data

- Sort Data Lists
- Filter Data Lists
- Create and Apply Advanced Filters
- Calculate with Database Functions
- Add Subtotals to a Worksheet

Lesson 6: Using Excel with the Web **(Optional)**

- Export Excel Data
- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query

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Microsoft Office Excel 2003 - Level 3

Days of Training: 1

Overview

In this course, students will learn how to automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

Prerequisites

Excel 2003 - Level 1
Excel 2003 - Level 2

Next Steps

4003 Summarizing Microsoft Office Excel 2003 Data to Make Better Business Decisions
4002 Forecasting and Trend Analysis Using Microsoft Office Excel 2003

Lesson 1: Streamlining Workflow

- Create a Macro
- Edit a Macro
- Customize Access to Excel Commands
- Apply Conditional Formatting
- Add Data Validation Criteria
- Update a Workbook's Properties
- Modify Excel's Default Settings

Lesson 2: Collaborating with Others

- Protect Files
- Share a Workbook
- Set Revision Tracking
- Review Tracked Revisions
- Merge Workbooks
- Adjust Macro Settings
- Administer Digital Signatures (Optional)

Lesson 3: Auditing Worksheets (Optional)

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Locate Invalid Data and Formulas
- Watch and Evaluate Formulas
- Group and Outline Data

Lesson 4: Analyzing Data

- Create a Trendline
- Create Scenarios
- Perform What-If Analysis
- Develop a PivotTable[®] Report
- Develop a PivotChart[®] Report
- Perform Statistical Analysis with the Analysis ToolPak (Optional)

Lesson 5: Working with Multiple Workbooks

- Create a Workspace
- Consolidate Data
- Link Cells in Different Workbooks
- Edit Links

Lesson 6: Importing and Exporting Data

- Export to Microsoft Word
- Import a Word Table
- Import Text Files

Lesson 7: Structuring XML Workbooks (Optional)

- Develop XML Maps
- Import, Add, and Export XML Data
- Manage XML Workbooks
- Apply XML View Options

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