



Microsoft Excel 2003 Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows 2000: Basic, Excel 2003: Basic</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.</p> <p>Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.</p> <p>Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.</p> <p>Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.</p> <p>Sort lists by columns; and filter lists based on complex criteria.</p> <p>Format data points; create combination charts and trendlines; and add and format graphic elements.</p> <p>Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.</p> <p>Work with Excel's built-in templates; and create and manage custom templates.</p>	<p>Outline:</p> <p>Working with large worksheets</p> <p>Viewing options Hiding, displaying, and outlining data Printing large worksheets</p> <p>Using multiple worksheets and workbooks</p> <p>Using multiple worksheets Linking worksheets by using 3-D formulas Consolidating data Linking workbooks Managing workbooks</p> <p>Customizing Excel</p> <p>Using the Options dialog box Customizing toolbars and menus</p> <p>Advanced formatting</p> <p>Borders and shading Using special number formats Working with dates Working with styles Other advanced formatting</p> <p>List management</p> <p>Examining lists Sorting and filtering lists Advanced filtering</p>	<p>Advanced charting</p> <p>Chart formatting options Using combination charts Using graphic elements</p> <p>Documenting and auditing</p> <p>Auditing features Comments and text boxes Protection Workgroup collaboration</p> <p>Using templates</p> <p>Built-in templates Creating and managing templates</p> <p>Appendix A: Web discussions</p> <p>Creating and responding to Web discussions</p> <p>Appendix B: Microsoft Office Specialist exam objectives maps</p> <p>Specialist exam objectives Expert exam objectives</p>
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