

## Description

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

## Prerequisites

To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking the following ExecuTrain course.

- ✓ Microsoft Excel 2003: Basic

## Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning.

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

- ✓ work with large worksheets
- ✓ use multiple worksheets
- ✓ customize toolbars and menus
- ✓ format using advanced techniques
- ✓ sort and filter data and manage lists
- ✓ create and manage template

## 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