



Software Learning Centers
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Commission for
Independent Education
Florida Department of Education

A Division of Moore Solutions inc

Excel 2002 Intermediate: Level 2

Course Specifications

Course number: 084201
Software Version Number: 1.0
Course length: 1 day

Course Description

Overview: Students will create templates, sort and filter data, import and export data, analyze data, and collaborate on the Web.

Prerequisites: Excel 2002 Level 1 or equivalent knowledge.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will gain the skills needed to create and use templates, sort and filter data, import and export data, analyze data, and collaborate on the Web.

Target student: The target student for this course is a user who has worked with Excel and has experience creating basic worksheets and charts.

Performance-Based 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:

- You will use Excel and user-defined templates to create templates and workbooks.
- You will use a variety of techniques to sort and filter data.
- You will reuse and share data by importing and exporting.
- You will use various functions and auditing features to create advanced formulas and audit worksheets.
- You will use PivotTable reports, PivotChart reports, and other analysis tools to analyze data.
- You will use Web features and comments to collaborate with others.

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Excel XP (2002): Level 2

Course Content

Lesson 1: Working with Templates

- Create a Workbook from an Excel Template
- Create a Template
- Create a Graphic
- Create a Workbook from a User-Defined Template

Lesson 2: Sorting and Filtering Data

- Sort Data
- Add Subtotals to a Worksheet
- Filter Lists
- Create and Apply Custom Filters

Lesson 3: Importing and Exporting Data

- Import Data from the Web
- Import Data from an External Source
- Export Data
- Save a Worksheet as a Web Page
- Publish a Worksheet to the Web

Lesson 4: Working with Advanced Formulas

- Share Data Among Worksheets
- Create a Name for a Range of Cells
- Use Functions to Create Advanced Formulas
- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas

Lesson 5: Analyzing Data

- Create a PivotTable Report
- Create a PivotChart Report
- Create Scenarios
- Use Solver
- Use Goal Seek

Lesson 6: Collaborating

- Insert and Edit a Hyperlink
- Add and Edit Comments in a Worksheet
- Create Discussion Comments
- Respond to Discussion Comments

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