



Software Learning Centers
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A Division of Moore Solutions inc

Excel 2002 Advanced: Level 3

Course Specifications

Course number: 084202
Software Version Number: 10
Course length: 1 day

Course Description

Overview: Students will customize their workbooks, work with multiple data sources, collaborate with other users, and enhance their spreadsheets using charts and graphic objects.

Prerequisites: Excel 2002: Level 2 or equivalent knowledge.

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

Benefits: Learn how to customize their workbook, work with multiple data sources, collaborate with other Excel users and use charts and graphic objects to enhance their worksheets.

Target student: The target student for this course is a user who has worked with personal computers and used Windows to manage information, run programs, access the Web, and who has a working knowledge of Excel 2002.

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 apply conditional formatting, add data validation criteria, customize menus and toolbars, create, edit, and run macros. The student will also view data using the outline.
- You will create a workspace, consolidate data, view the consolidated data and link cells.
- You will protect their worksheet, protect their workbook, add and remove file passwords, share their workbooks, set revision tracking, merge workbooks, and track changes.
- The student will chart non-adjacent data, modify embedded charts, and modify chart items, and add a trend line to their chart.
- Create, change the order of, group, move and copy, and format graphic objects. They will also insert and modify clipart.

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Course Content

Lesson 1: Customizing Your Workbook

- Applying Conditional Formatting
- Adding Data Validation Criteria
- Customizing Menus
- Customizing Toolbars
- Creating a Macro
- Editing a Macros
- Grouping and Outlining Structured Data

Lesson 2: Working with multiple Data Sources

- Creating a Workspace
- Consolidating Data
- Linking Cells in Different Work books
- Editing Links
- Exporting Excel Data as XML
- Importing XML Data into Excel
- Create a Web Query

Lesson 3: Collaborating with Others using Workbooks

- Protecting Your Worksheets
- Protecting Your Workbook
- Sharing Your Workbook
- Setting Revision Tracking
- Merging Workbooks
- Tracking Changes

Lesson 4: Enhancing Your Worksheet using Charts

- Charting Non-adjacent Data
- Modifying chart items
- Creating a Trend Line

Lesson 5: Using Graphic Objects to Enhance Your Worksheet

- Creating Graphic Objects
- Resizing, Moving and Copying Graphic Objects
- Changing the Order of Graphic Objects.
- Grouping Graphic Objects
- Formatting Graphic Objects
- Inserting clip art
- Modifying clipart

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