



Software Learning Centers
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Microsoft® Office Excel 2003: Level 2

Course Specifications

Course number: 084261

Software: Microsoft® Office Excel 2003

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Excel 2003

Course Description

In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Course Objective: You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Performance-Based Objectives

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

- create and apply templates.
- create and modify charts.
- work with graphic objects.
- calculate with advanced formulas.
- sort and filter data.
- use Excel with the Web.

Course Content

Lesson 1: Creating and Applying Templates

Topic 1A: Create a Workbook from a Template

Topic 1B: Create a Custom Template

Topic 1C: Working with Comments

Topic 1D: Create a Hyperlink

Topic 1E: Use Web-based Research Tools

Lesson 2: Creating and Modifying Charts

Topic 2A: Create a Chart

Topic 2B: Format Chart Items

Topic 2C: Change the Chart Type

Topic 2D: Create a Diagram

Lesson 3: Working with Graphic Objects

Topic 3A: Insert Graphics

Topic 3B: Create AutoShapes

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- Topic 3C: Format Graphic Objects
- Topic 3D: Change the Order of Graphic Objects
- Topic 3E: Group Graphic Objects
- Topic 3F: Move, Copy, and Resize Graphic Objects

Lesson 4: Calculating with Advanced Formulas

- Topic 4A: Create and Apply a Name for a Range of Cells
- Topic 4B: Calculate Across Worksheets
- Topic 4C: Calculate with Date and Time Functions
- Topic 4D: Calculate with Financial Functions
- Topic 4E: Calculate with Statistical Functions
- Topic 4F: Calculate with Lookup and Reference Functions
- Topic 4G: Calculate with Logical Functions

Lesson 5: Sorting and Filtering Data

- Topic 5A: Sort Data Lists
- Topic 5B: Filter Data Lists
- Topic 5C: Create and Apply Advanced Filters
- Topic 5D: Calculate with Database Functions
- Topic 5E: Add Subtotals to a Worksheet

Lesson 6: Using Excel with the Web

- Topic 6A: Export Excel Data
- Topic 6B: Publish a Worksheet to the Web
- Topic 6C: Import Data from the Web
- Topic 6D: Create a Web Query

Appendix A: Microsoft Office Specialist Program

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