

Excel 2003 - Lvl 2

Using Worksheet Features

Synopsis:

This module covers the features to manage data, worksheets, and workbooks. It includes tasks such as using large worksheets; working with multiple worksheets, and managing data, worksheets and files. The student will also learn how to use ranges, other functions, and filter data in a list.

Prerequisites:

Excel 2003 - Lvl 1

Objectives:

- Use Large Worksheets
- Work with Multiple Worksheets
- Manage Worksheets
- Use Range Names
- Use Other Functions
- Manage Data
- Use AutoFilter
- Manage Files

This module includes:

Using Large Worksheets

- Increasing the magnification
- Decreasing the magnification
- Changing the magnification of a range
- Switching to Full Screen view
- Splitting the window
- Removing split windows
- Freezing the panes
- Unfreezing the panes

Working with Multiple Worksheets

- Using multiple worksheets
- Navigating between worksheets
- Selecting worksheets
- Renaming worksheets
- Selecting multiple worksheets
- Coloring worksheet tabs
- Inserting worksheets
- Deleting worksheets
- Printing selected worksheets

Managing Worksheets

- Copying worksheets
- Moving worksheets
- Using grouped worksheets
- Moving data between worksheets
- Copying data between worksheets
- Creating 3-D formulas
- Using 3-D ranges in functions

Using Range Names

- Working with range names
- Jumping to a named range
- Assigning names
- Using range names in formulas
- Creating range names from headings
- Applying range names
- Deleting range names
- Using range names in 3-D formulas
- Creating 3-D range names
- Using 3-D range names in formulas



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Using Worksheet Features

Using Other Functions

- Using function arguments
- Using financial functions
- Using logical functions
- Using date functions
- Formatting dates
- Revising formulas

Managing Data

- Sorting lists
- Sorting in ascending/descending order
- Finding data
- Replacing data
- Finding and replacing cell formats

Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to filter a list
- Clearing AutoFilter criteria
- Creating a custom AutoFilter
- Disabling AutoFilter

Managing Files

- Changing workbook properties
- Using the Basic Search task pane
- Using the Advanced Search task pane
- Clearing Query Clauses
- Selecting file views
- Sorting Excel files
- Using the Document Recovery pane

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Charts, Graphics, and Files

Synopsis:

This module covers working with charts, graphics and files. It includes tasks to create and format charts; draw an object; use additional effects and objects; and use AutoShapes and diagrams. The student will also learn how to use HTML files and work with comments.

Prerequisites:

Excel 2003 - Lvl 1

Objectives:

- Create Charts
- Format Charts
- Draw an Object
- Use Additional Effects and Objects
- Use AutoShapes and Diagrams
- Use HTML files
- Work with Comments

This module includes:

Creating Charts

- Using charts
- Creating charts with the Chart Wizard
- Moving and resizing charts
- Identifying chart objects
- Changing the chart type
- Changing the chart type and sub-type
- Changing the plot direction
- Removing/Adding a legend
- Moving the legend
- Charting non-adjacent ranges
- Changing the chart range
- Changing the data source
- Changing the chart location
- Printing a chart

Formatting Charts

- Formatting charts
- Adding chart titles
- Formatting chart objects
- Changing the text orientation
- Adding a data table
- Creating an exploded pie chart
- Adjusting the 3-D view
- Deleting a chart

Drawing an Object

- Working with drawing objects
- Drawing enclosed objects
- Drawing a line
- Selecting filled and unfilled objects
- Moving an object
- Adding text to an object
- Selecting text in an object
- Resizing an object
- Formatting lines
- Changing and removing the fill color
- Changing the font color
- Deleting an object



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Charts, Graphics, and Files

Using Additional Effects and Objects

- Adding a 3-D effect
- Applying a 3-D setting
- Adding a shadow
- Drawing a text box
- Drawing an arrow
- Inserting pictures
- Formatting graphics

Using AutoShapes and Diagrams

- Working with AutoShapes
- Drawing a callout
- Drawing a basic shape
- Drawing a connector
- Drawing a flowchart shape
- Drawing a block arrow
- Inserting a diagram
- Working with diagrams

Use HTML Files

- Previewing a web page
- Creating a hyperlink
- Editing a hyperlink
- Saving a worksheet as a web page
- Using publishing options
- Opening an HTML file

Working with Comments

- Creating comments
- Viewing a comment
- Using the Reviewing toolbar
- Printing comments
- Responding to discussion comments