

Microsoft Excel 2003 – Level 2

Length: 1 day

Who should attend?

This course is intended for new Microsoft Office Excel 2003 users.

Prerequisites

Excel 2003 Level 1

Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Organize, protect, and display data, using various tools
- Create linking formulas and use the IF function
- Set up multiple worksheets, using information from other sources through consolidation, and copy and paste links to combine information into one worksheet
- Create and modify charts to present data effectively, customize charts to enhance their appearance
- Create and apply styles to format worksheets consistently and quickly, use conditional formatting, comments, and text boxes to highlight and explain data

Course Content

Worksheet Organization

Range Names ; Workbook Templates ; Worksheet Security ; Outlining ;

Advanced Formulas

Using the IF Function ; Linking Formulas ;

Using Multiple Workbooks and Worksheets

Working with Multiple Workbooks ; Setting Up Multiple Worksheets ; Using Multiple Worksheets ; Creating Links with Formulas ; Modifying and Restoring Links ; Consolidating Data ;

Working with Charts

Creating Charts ; Publishing Charts on the Web ; Changing Chart Data ; Modifying Chart Elements ; Creating Custom Charts ;

Applying Formatting

Creating Styles ; Working with Styles ; Using Conditional Formatting ; Annotating Worksheets ;

