



## **MICROSOFT EXCEL 2003 INTERMEDIATE COURSE OUTLINE**

### **1. EXCEL 2003 - VIEWING WORKSHEETS**

#### **CUSTOMISING VIEW OPTIONS**

- Customising the Excel window display
- Customising the Comments View options
- Customising the Objects View options
- Customising the Worksheet View options

#### **DISPLAYING AND CUSTOMISING TOOLBARS**

- Choosing a Toolbar
- Displaying Toolbars
- Customising Toolbar Options
- Adding Commands to a Toolbar

#### **HIDING WORKBOOKS AND WORKSHEETS**

- Hiding a Workbook
- Hiding Worksheets
- Displaying hidden Workbooks
- Displaying hidden Worksheets

#### **FREEZING PANES**

- Freezing a horizontal pane
- Freezing a vertical pane
- Freezing horizontal and vertical panes
- Unfreezing panes

#### **GROUPING AND UNGROUPING WORKSHEETS**

- Grouping Worksheets
- To select all Worksheets

- To select several Worksheets
- Ungrouping Worksheets

## **2. EXCEL 2003 - MORE FORMATTING TECHNIQUES**

### **USING STYLES**

- Creating a new style
- Applying a style
- Changing the formatting of a style
- Removing a style from cells
- Deleting a style

### **CONDITIONAL FORMATTING**

- Using conditional formatting
- Changing conditional formatting
- Deleting conditional formatting
- Finding cells with conditional formatting

### **USING THE FORMAT PAINTER**

- Copying and applying cell formatting with the Format Painter
- Copying and applying column width or row height with the Format Painter
- Copying and applying cell formatting with the Format Painter
- Copying and applying the Format Painter in multiple locations

### **USING GUIDELINES**

- Changing the colour of the Gridlines
- Turning off the onscreen Gridlines
- Printing Gridlines

### **HIDING AND DISPLAYING CELLS**

- Hiding Columns
- Hiding Rows
- Using the mouse to hide Columns
- Using the mouse to hide Rows
- Displaying hidden Columns
- Displaying hidden Rows
- Using the mouse to display hidden Columns
- Using the mouse to display hidden Rows

### **3. EXCEL 2003 - MORE FORMULAS AND FUNCTIONS**

#### **USING THE SERIES COMMAND**

- Using the Series Command
- Applying a list series
- Applying a numeric series
- Applying a basic numeric series
- Creating a custom list series

#### **USING THE INSERT FUNCTION WIZARD**

- Displaying the Insert Function wizard
- Choosing a function from the Insert Function wizard
- Entering Function Arguments in the Insert Function wizard

#### **USING THE EXCEL FUNCTION CATEGORIES**

- Using the Most Recently Used function category
- Using the Financial function category
- Using the Date & Time function category
- Using the Math & Trig function category
- Using the Statistical function category
- Using the Lookup & Reference function category
- Using the Database function category
- Using the Text function category
- Using the Logical function category
- Using the Information function category

#### **CORRECTING FORMULAS**

- Finding and correcting errors in Formulas
- Finding error values
- Correcting error values

#### **USING THE FORMULA ERROR CHECKER**

- Using the Formula error checker
- Rechecking ignored errors
- Customising the Formula error checker

#### **USING THE FORMULA AUDITING TOOLBAR**

- Displaying the Formula Auditing toolbar
- Using the Formula Auditing toolbar
- Tracing Precedents
- Removing Precedent Arrows

- Tracing Dependents
- Removing Dependent Arrows
- Adding a new comment
- Evaluating Formulas one step at a time

## **USING THE WATCH WINDOW**

- Using the Watch Window
- Adding a Watch to a cell
- Adding a Watch to all the cells with Formulas
- Displaying a cell in the Watch Window
- Deleting a Watch
- Hiding the Watch Window

## **4. EXCEL 2003 - DATABASE AND LIST MANAGEMENT**

### **USING DATABASES**

- Using the Excel database features
- Using database terminology

### **CREATING AND EDITING A DATABASE**

- Creating an Excel database
- Working with an Excel database

### **SORTING A DATABASE**

- Sorting data within a database
- Adding other sorting criteria

### **USING AUTOFILTERS**

- Filtering data
- Filtering data with AutoFilter
- Specifying a conditional filter with AutoFilter
- Using the Top 10 AutoFilter
- Removing all AutoFilters

### **USING ADVANCED FILTERS**

- Using Advance Filters
- Removing all Advanced Filters

## **WORKING WITH FILTERED DATA**

- Manipulating Filtered Data
- Totaling fields within a filtered database list
- Creating Subtotals
- Remove Subtotals

## **USING DATA FORMS**

- Using a Data Form
- Adding a new record
- Moving between records
- Finding records
- Editing a record
- Deleting a record
- Closing a Data Form

## **5. EXCEL 2003 - CHARTS**

### **USING THE CHART WIZARD**

- Using the Chart Wizard
- Selecting the Chart Type
- Specifying the Data Source
- Customising the Chart
- Defining the Chart Location

### **USING THE CHART TOOLBAR**

- Displaying the Chart toolbar
- Using the Chart toolbar
- Selecting a Chart
- Selecting Chart objects

### **WORKING WITH CHARTS**

- Changing the Chart Type
- Adding data to a Chart
- Removing data from a Chart
- Moving a Chart
- Resizing a Chart
- Deleting a Chart

### **FORMATTING THE CHART**

- Formatting the Chart Area
- Formatting the Chart Title

- Formatting the Plot Area
- Formatting the Axis
- Formatting the Axis Title
- Formatting the Legend
- Formatting the Gridlines
- Formatting the Data Series

## **6. EXCEL 2003 - DRAWING AND PICTURE OBJECTS**

### **USING THE DRAWING TOOLBAR**

- Displaying the Drawing toolbar
- Using the Drawing toolbar

### **WORKING WITH AUTOSHAPES**

- Inserting an AutoShape object
- Drawing common objects
- Formatting AutoShape objects
- Selecting an object
- Changing the look of AutoShape lines
- Changing the look of AutoShape arrows
- Adding a shadow
- Applying the 3-D option
- Moving an object
- Copying objects
- Resizing an object

### **CREATING TEXT BOXES**

- Creating a text box
- Editing text in a text box
- Resizing a text box
- Deleting a text box

### **ADDING PICTURES**

- Inserting Clip Art
- Inserting a picture
- Using the Picture toolbar
- Moving a clip art or picture
- Copying a clip art or picture
- Resizing an object

### **LAYERING OBJECTS**

- Layering objects

## **GROUPING AND UNGROUPING OBJECTS**

- Grouping objects
- Ungrouping objects

## **7. EXCEL 2003 AND OTHER APPLICATIONS**

### **CONVERTING FILES FROM OTHER APPLICATIONS**

- Converting spreadsheets from other applications

### **COPYING DATA FROM ANOTHER APPLICATION**

- Using the Office Clipboard
- Using Paste Special
- Using Paste Special with content from Excel
- Using Paste Special with content from other application
- Changing data to graphic objects

### **EMBEDDING AND LINKING OBJECTS**

- Embedding data
- Embedding an existing document
- Linking data
- Creating a link to an existing file
- Linking data from Microsoft Word

### **USING HYPERLINKS**

- Using Hyperlinks
- Creating a Hyperlink

### **MANAGING LINKS**

- Updating Links
- Editing Links
- Checking the status of a Link
- Breaking Links