

# Course overview:

## Excel 2003 Intermediate

(C2201eng)



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### Overview and objectives

This course is designed to help you to develop your skills in using the spreadsheet tool Microsoft Excel. You will learn to use more advanced functions and create more complex formulas. You will learn to manage and link together multiple worksheets.

You will also learn to apply more advanced formatting to charts and use basic reviewing tools, such as the spelling checker and comments.

### Certification Track

With its companion course, Microsoft Excel Introduction, you can use this course to prepare for Microsoft Office Specialist Excel Core Objectives.

### Target audience

Those wanting to develop their skills in using Excel to design spreadsheets to solve basic accounting and data analysis tasks.

### Course prerequisites

Ideally, you will have completed the course "Microsoft Excel 2003 Introduction". You should be able to use Microsoft Excel to create, edit, format, and print a spreadsheet incorporating simple formulas and charts.

#### Excel 2003 - Data Lists

- Create a data list • Use a form to view, sort, and enter records • Perform single and multi-level sorts • Filter a list using AutoFilter

#### Excel 2003 - Borders and Shading

- Apply cell borders and shading • Apply AutoFormat

#### Excel 2003 - Viewing a Large Worksheet

- Go To a specific cell or named range • Split a worksheet into different viewing panes • Freeze and unfreeze panes as worksheet titles • View a workbook in multiple windows • Hide and unhide rows and columns • Hide and unhide worksheets and workbooks

#### Excel 2003 - Managing Worksheets

- Switch between worksheets • Enter and edit data on multiple worksheets • Copy data between worksheets and workbooks • Insert and delete worksheets • Move and copy a worksheet • Rename a worksheet • Change the colour of a worksheet tab

#### Excel 2003 - Logical and Nested Functions

- Use the IF, AND, OR, and NOT functions in formulas • Use nested functions

#### Excel 2002 - Financial Functions

- Use financial functions (PMT, FV, PV, NPV, RATE, IRR, SLN)

#### Excel 2003 - String, Date, and Time Functions

- Join strings (CONCATENATE, &) • Extract text from a string (LEFT, RIGHT, MID) • Change case (UPPER, LOWER, PROPER) • Find and replace text within a string (FIND, REPLACE, SUBSTITUTE, TRIM, CLEAN, LEN) • Convert between text and number values (TEXT, VALUE, FIXED, DOLLAR) • Insert specific characters from the Windows character set (CHAR, CODE) • Enter the date and time using functions (TODAY, NOW, DATE, TIME) • Return selected parts of a date or time value (YEAR, MONTH, DAY, HOUR, MINUTE, SECOND) • Perform calculations using date/time values • Use other date functions (NETWORKDAYS, WEEKDAYS, WEEKNUM)
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### Excel 2002 - Statistical Functions

- Use counting functions • Use averaging functions • Use other statistical functions (MIN, MAX, MEDIAN, MODE, STDEV)

### Excel 2003 - Creating and Applying Styles

- Define a style • Apply a style to worksheet cells • Remove a style from cells • Modify an existing style • Copy styles between workbooks

### Excel 2003 - Proofing Tools

- Use AutoCorrect • Use Find and Replace • Check spelling across the worksheet

### Excel 2003 - Adding Comments

- Add a comment • Review, edit, and delete comments • Print comments

### Office 2003 - Formatting a Chart

- Add, remove, move, resize, and modify chart elements (titles, labels, legend, axes, gridlines) • Format chart elements (borders, patterns, font, values) • Format chart axes (number format, text, line width) • Format data series (scale, shading, spacing, width)

### Office 2003 - Inserting Pictures and Clip Art

- Understand Object Linking and Embedding • Insert a Clip Art object • Insert a picture from a file • Insert a Print Screen graphic • Insert an image from a scanner or digital camera • Modify a picture using the Picture toolbar • Crop a picture

### Excel 2003 - Distributing a Workbook

- Save a workbook as a plain text file • Save a workbook for a different application • Save a workbook as a template

### Excel 2003 - Creating a Hyperlink

- Create a hyperlink to a file, place in a document, or place on the web • Create an email hyperlink • Use or modify a hyperlink in a worksheet

### Office 2003 - Research Tools

- Translate text to and from different languages • Spell check text in different languages • Research words and phrases using web reference tools

### Glossary

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