

# Course overview:

## Excel 2003 Professional

(C2203eng)



[www.courseware.co.uk](http://www.courseware.co.uk)  
[sales@courseware.co.uk](mailto:sales@courseware.co.uk)

### Overview and objectives

This course is designed to help you to develop spreadsheets in which data on different sheets can be linked, consolidated, summarised, and analysed using a variety of tools.

You will learn to apply different formatting options to sheets and charts and how to use LOOKUP functions to extract data from a table. You will also learn to distribute data in different formats, such as publishing an interactive spreadsheet on the web.

### Certification Track

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

### Target audience

Those wanting to develop their skills in using Excel to design spreadsheet solutions and use tools for creating and formatting more complex spreadsheets, that solve more difficult problems and incorporate data from a wider range of sources.

### Course prerequisites

You should be competent with the objectives required for Excel at Microsoft Office Specialist Core Level. You should be able to use formulas confidently and create charts.

### Course content

#### Excel 2003 - Application Options and File Properties

- View and change application options • View and change workbook properties

#### Excel 2003 - Using Named Ranges

- Apply a name to a range of cells • Apply a name to a constant value • Modify and delete range names • Print a list of range names • Use a range names and labels in formulas • Define and modify a list range

#### Excel 2003 - Custom Number and Conditional Formatting

- Use formatting options with Paste Special • Create a custom number or date format • Use scientific and fractional number formats • Use conditional formatting

#### Excel 2003 - Linking Worksheets and Workbooks

- Create a formula to link worksheets and workbooks • Consolidate data using 3D references in common functions • Use Paste Special to link worksheets and workbooks • Use Paste Special to manipulate data • Manage and update linked workbooks

#### Excel 2003 - Consolidating Data

- Use Consolidate to summarise data in multiple lists

#### Excel 2003 - Summarising a List

- Extract data using advanced filters • Group and subtotal data using the outlining tools • Use Dfunctions to perform calculations on a data list
-

# Course overview:

## Excel 2003 Professional

(C2203eng)



the courseware  
company

www.courseware.co.uk  
sales@courseware.co.uk

### Excel 2003 - PivotTable and PivotChart Reports

- Create a PivotTable Report • Modify PivotTable field layout • Modify field settings and grouping intervals • Use PivotTable AutoFormat • Create a PivotChart Report

### Excel 2003 - Lookup Functions

- Use VLOOKUP and HLOOKUP to get values from multi-column tables • Sort values in rows or from left-to-right • Use other lookup functions (LOOKUP, MATCH, INDEX, OFFSET) • Prevent lookup errors

### Excel 2003 - Customising a Chart

- Change the source data for a chart and modify data series • Explode segments of a pie chart • Insert an image into a chart • Add a text box to a chart • Store a custom chart as a chart template

### Excel 2003 - Importing Text Data

- Import data from a text file

### Office 2003 - Inserting Spreadsheets and Charts

- Insert a worksheet from Microsoft Excel • Insert a chart from Microsoft Excel

### Excel 2003 - Publishing to a Web Page

- Save a worksheet or chart as a web page • Use Web Page Preview

### Office 2003 - Working with Objects

- Select, position, and delete an object • Resize an object • Move or copy an object

### Glossary

### Index

*gtslearning, 1998-2004. All rights reserved. All trademarks are the property of their respective owners*

---