

Course overview:

Excel 2002 Intermediate

(C818eng)



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Overview and objectives

This one-day course will teach students how to create sophisticated worksheets that incorporate advanced formatting options, formulae, charts and graphics. Students will also learn how to speed up workbook creation with the latest productivity and timesaving features of Excel 2002. The course also covers the Internet tools that allow publication of a worksheet in HTML.

Who should attend?

Users with a basic understanding of Excel 2002 who want to consolidate and expand on their knowledge of the basic features in a short space of time.

Course prerequisites

A working knowledge of using PCs, keyboard and mouse and Windows 95/98/NT/2000. Students should also have experience of creating, formatting and printing worksheets with Excel 2002, gained from the workplace or prior attendance on an "Excel 2002 Introduction" course. Knowledge of basic functions such as SUM, AVERAGE, MAX and MIN is required.

Borders and Shading and Other Formatting

- Apply cell borders and shading • Apply AutoFormat • Use the Format Painter • Modify alignment and orientation of cells • Indent text in a cell

Using Styles in a Workbook

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

Sorting and Filtering Data

- Create a data list • Perform single and multi-level sorts • Apply a filter to a data list

Navigating Worksheets and Workbooks

- Open more than one workbook • Switch between open workbooks • Divide a worksheet into panes • Switch between panes in a worksheet • Freeze and unfreeze worksheet panes • Change the zoom setting • Copy data from one workbook to another • Link worksheets • Consolidate data using 3D references • Use Paste Special

Using More Advanced Formulae

- Use financial functions • Use date and time functions • Use statistical functions • Use the ROUND function • Use text functions • Use logical functions • Create a formula using nested functions

Excel Productivity Tools

- Protect the worksheet or parts of the worksheet • Hide and unhide rows and columns • Use AutoCorrect • Check spelling across the worksheet • Review a workbook using comments

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Adding Charts and Pictures to a Workbook

- Use the Chart Wizard to create a chart • Move and size worksheet charts • Change the chart type • Format chart elements • Change the source data for a chart • Preview and print charts • Insert, move and delete clip art and picture objects • Create and modify lines and objects

Excel and the Internet

- Create hyperlinks • Save a worksheet/workbook as a web page • Use Web Page Preview • Send a workbook via email

Glossary

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