

# Excel 2003 Level 2 Intermediate

## 1 day course

### Overview

In Microsoft® Office Excel 2003 Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

### Prerequisites

To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking the following Systematix course Microsoft Excel 2003 Level 1 In addition, Web browsing experience is strongly recommended.

### Benefits

You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

### Target student

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students who desire to prepare for the Microsoft Office Specialist exam in Excel or Module 2 and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

### What's next

Students who want to learn advanced features can take Excel 2003 Level 3 and then Excel 2003 VBA Introduction.

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## Course Content:

### Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Use Web-based Research Tools

### Creating and Modifying Charts

- Create a Chart
- Format Chart Items
- Change the Chart Type
- Create a Diagram

### Working with Graphic Objects

- Insert Graphics
- Create AutoShapes
- Format Graphic Objects
- Change the Order of Graphic Objects
- Group Graphic Objects
- Move, Copy, and Resize Graphic Objects

### Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Date and Time Functions
- Calculate with Financial Functions
- Calculate with Statistical Functions
- Calculate with Lookup and Reference Functions
- Calculate with Logical Functions

### Sorting and Filtering Data

- Sort Data Lists
- Filter Data Lists
- Create and Apply Advanced Filters

- Calculate with Database Functions
- Add Subtotals to a Worksheet

**Using Excel with the Web**

- Export Excel Data
  - Publish a Worksheet to the Web
  - Import Data from the Web
  - Create a Web Query
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