

USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 2

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Using Microsoft Office Excel 2003 Level 1 or equivalent experience.

Course Overview

The *Using Microsoft Office Excel Level 2* course reviews skills learned in the Excel Level 1 course, then covers worksheet organization techniques, creating and modifying charts, working with multiple worksheets, linking worksheets via 3-D formulas, and using nested functions. The student will also learn how to protect worksheets and work with Excel's database features.

Review of the Basics

- Create and save a workbook
- Open and close a workbook
- Select cells in a worksheet
- Enter and format data
- Size columns to fit
- Using the fill handle
- Using Cut, Copy, and Paste
- Using AutoSum

Organizing Worksheets

- Freezing row and column headings
- Outlining a worksheet
- Naming cells and ranges
- Applying Names to formulas
- Paste Names
- Insert Comments
- Using Paste Special
- Using the Office Clipboard

Creating Charts

- Using the Chart Wizard
- Create a Column Chart
- Create a Pie Chart
- Modify Chart Objects

Working with Multiple Worksheets

- Navigate multiple worksheets
- Select multiple worksheets
- Insert and delete worksheets
- Move/copy worksheets
- Rename worksheets
- Create identical worksheets

Formatting Tools

- Use conditional formatting
- Define and apply styles
- Copy formatting using Format Painter

Working with Graphical Objects

- WordArt
- Text boxes
- Graphical lines

Protecting Worksheets

- Unlock cells
- Protect a worksheet
- Unprotect a worksheet
- Workbook templates

Linking Worksheets (using 3-D formulas)

- Create 3-D formulas
- Consolidate data with linked worksheets

Nested Functions

- Examples
- Using the Nested IF function

Creating and using a Database (List)

- Create a database (List)
- Enter records via a data form
- Find records based on selection criteria
- Sort records in a database (List)
- Create/use filters to find specific records

Create, run and edit a macro