

# Microsoft Office Excel 2003

## Expert

### Course Objective

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This courseware is a continuation of the Microsoft Office Excel 2003 – Specialist courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics.

### Basic Skills Checklist

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The following list summarizes skills that students should be comfortable with for this courseware.

- |   |  |
|---|--|
| <input type="checkbox"/> start and access Excel   | <input type="checkbox"/> open, close, and save workbooks   |
| <input type="checkbox"/> access menu commands by using both the mouse and keyboard                                  | <input type="checkbox"/> format cells in the worksheet   |
| <input type="checkbox"/> use the toolbar or be familiar with most of the options found on the toolbar               | <input type="checkbox"/> enter a simple formula  |
| <input type="checkbox"/> move around the worksheet with the mouse or keyboard                                       | <input type="checkbox"/> rename and add color to worksheet tabs  |
| <input type="checkbox"/> enter numeric and text data into the worksheet   | <input type="checkbox"/> select cells in the worksheet by using different selection methods                |
| <input type="checkbox"/> create a new worksheet   | <input type="checkbox"/> copy and move data in the worksheet, including the AutoFill handle                |
| <input type="checkbox"/> format the data in the worksheet   | <input type="checkbox"/> print worksheets and customize print options                                      |
| <input type="checkbox"/> select cells in the worksheet by using different selection methods                         | <input type="checkbox"/> change cell width, height, and alignment  |
| <input type="checkbox"/> insert and move worksheets within the workbook   | <input type="checkbox"/> use common built-in functions   |
| <input type="checkbox"/> enhance the appearance of the worksheet by using features such as bold, italics or borders | <input type="checkbox"/> use automatic subtotals   |
| <input type="checkbox"/> create a chart from the data in the worksheet  | <input type="checkbox"/> use drawing tools   |
| <input type="checkbox"/> save the chart   | <input type="checkbox"/> change Excel options  |
|   | <input type="checkbox"/> create and edit simple charts   |
|   | <input type="checkbox"/> use some of the advanced built-in functions for financial, statistical, or lookup |

### System Requirements

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According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows

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### Courseware Outline

#### About This Courseware

Courseware Conventions  
 Courseware Objectives and Prerequisites  
 A Quick Review of Basics  
 Review Exercises

#### Working with Lists and Databases

Objectives of Section 1  
 Using Lists  
     [Creating a List](#)  
     [Modify List Ranges](#)  
     [Defining Names for List Ranges](#)  
 Understanding Database  
     Concepts and Terminology  
     [Using Database Terminology](#)  
 Creating a Database  
 Filtering Information  
     [Using Advanced Filters](#)  
     [Using Comparison Operators](#)  
 Using Advanced Functions  
     [Creating and Editing Database Functions](#)  
     [Using the Subtotal Function](#)  
     [Using Lookup and Reference](#)

Grouping and Outlining Data  
 Summarizing Data  
 Apply Your Skills Exercises  
 Summary of Section 1  
 Questions and Review

#### Formatting Cells

Objectives of Section 2  
 Looking at Custom Cell Formats  
     [Using Custom Number Formats](#)  
     [Using Custom Currency Formats](#)  
     [Using Custom Date and Time Formats](#)  
     [Custom Scientific Formats](#)  
     [Using Custom Text Formats](#)

#### Using Conditional Formatting

Modifying Drawing Objects  
     [Formatting Shapes](#)  
     [Resizing, Reshaping, and Scaling Objects](#)  
     [Shadows and 3-D Effects](#)  
     [Cropping and Rotating Objects](#)  
     [Image Contrast and Brightness](#)

#### Apply Your Skills Exercises

[Summary of Section 2](#)  
[Questions and Review](#)

#### Customizing Charts

Objectives of Section 3  
[Customizing a Chart](#)  
[Modifying Chart Options](#)  
[Formatting the Legend](#)  
[Formatting an Axis](#)

[Formatting Title Text](#)  
[Formatting Data Series](#)  
[Formatting Plot and Chart Area](#)  
[Apply Your Skills Exercises](#)  
[Summary of Section 3](#)  
[Questions and Review](#)

#### Templates & Validating Data

Objectives of Section 4  
[Using Built-In Templates](#)  
[User-Defined Templates](#)  
     [Creating a Template](#)  
     [Using User-Defined Templates](#)  
     [Editing Templates](#)  
     [Deleting Templates](#)  
     [Alternate Location for Storing Templates](#)  
[Validating Data](#)  
[Using Pick Lists](#)  
[Circling Invalid Data](#)  
[Apply Your Skills Exercises](#)  
[Summary of Section 4](#)  
[Questions and Review](#)

#### Managing Your Workbooks

Objectives of Section 5  
[Auditing a Worksheet](#)  
     [Error Checking Tool](#)  
     [Manual Checking and Displaying Formulas](#)  
[Correcting Worksheet Errors](#)  
     [Tracing Formula Errors](#)  
     [Tracing Circular References](#)  
     [Using Cell Watch](#)  
     [Evaluate Formulas](#)  
[Protecting Your Workbook](#)  
     [Using Passwords](#)  
     [Worksheet Protection](#)  
     [Workbook Protection](#)  
     [Protecting Files](#)  
[Using AutoRecover](#)  
[Apply Your Skills Exercises](#)  
[Summary of Section 5](#)  
[Questions and Review](#)

#### Using Analysis Tools

Objectives of Section 6  
[What-If Analysis](#)  
[Using the Goal Seeking Tool](#)  
[Using the Solver](#)  
[Using a Data Table](#)  
     [Single Variable Data Tables](#)  
     [Two-variable Data Table](#)  
     [Multiple Formulas in a Data Table](#)  
[Using Trendlines](#)  
     [Creating a Trendline](#)  
     [Looking at Trendline Options](#)  
[Using PivotTables](#)  
     [Creating a PivotTable](#)  
     [Creating a PivotChart](#)  
     [Modifying Field Positions](#)  
     [Modifying Data Field Options](#)

[Analysis ToolPak](#)  
[Working with Scenarios](#)

[Creating Scenarios](#)  
[Using Scenarios](#)  
[Creating Scenario Summaries](#)

[Apply Your Skills Exercises](#)  
[Summary of Section 6](#)  
[Questions and Review](#)

#### Collaborating with Others

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[Consolidating Data](#)  
[Looking at Workgroup Functions](#)  
     [Creating a Shared Workbook](#)  
     [Resolving Shared Workbook Conflicts](#)  
     [Tracking Changes](#)  
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[Linking Worksheets & Workbooks](#)  
     [Creating Linked Workbooks](#)  
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[Changing and Displaying Workbook Properties](#)  
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#### Importing and Exporting Data

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[Importing Data](#)  
     [Importing Text Files](#)  
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     [Importing Using a Web Query](#)  
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     [Importing an XML Data File](#)  
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### **Using Macros & Custom Forms**

[Objectives of Section 9](#)

[Customizing Toolbars](#)

[Adding and Deleting Toolbar Buttons](#)

[Modifying Toolbar Buttons](#)

[Creating a Custom Toolbar or Menu](#)

[Using Macros in Excel](#)

[Creating and Using a Macro](#)

[Opening a Workbook Containing a Macro](#)

[Editing a Macro](#)

[Adding Macros to Toolbars](#)

### [Using Digital Certificates](#)

[Creating a Digital Certificate](#)

[Apply Digital Certificate to Macro](#)

[Applying a Digital Certificate to a Workbook](#)

[Removing a Digital Certificate](#)

### [Creating Forms with Controls](#)

[Adding Controls to a Worksheet](#)

[Using Spin Buttons or Scroll Bars](#)

[Using Check Boxes or Option Buttons](#)

### [Using List Boxes or Combo Boxes](#)

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### **Appendices**

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Productivity Tools

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Answers to Review Questions

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Exam Objectives