

# Microsoft Office Excel 2003

## Level 2



### Course Objective

This courseware is a continuation of the *Microsoft Office Excel 2003 – Level 1* courseware, in which you were introduced to the basics of worksheets. You will begin with a review of these basic operations and then move to more advanced topics that include working with functions, customizing formatting, using drawing tools, hyperlinks, data tools, databases, cell formatting, drawing objects and customizing charts.

### Basic Skills Checklist

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

- |   |   |
|---|---|
| <input type="checkbox"/> Start Excel 2003   | <input type="checkbox"/> Format the data in the worksheet   |
| <input type="checkbox"/> Access menu commands by using both the mouse and keyboard                    | <input type="checkbox"/> Enter a simple formula   |
| <input type="checkbox"/> Use the toolbar or be familiar with most of the options found on the toolbar | <input type="checkbox"/> Select cells in the worksheet by using different selection methods                         |
| <input type="checkbox"/> Move around the worksheet with the mouse or keyboard                         | <input type="checkbox"/> Copy and move data in the worksheet  |
| <input type="checkbox"/> Enter numeric and text data into the worksheet                               | <input type="checkbox"/> Insert and move worksheets within the workbook   |
| <input type="checkbox"/> Save a worksheet   | <input type="checkbox"/> Enhance the appearance of the worksheet by using features such as bold, italics or borders |
| <input type="checkbox"/> Create a new worksheet   | <input type="checkbox"/> Create a chart from data in the worksheet  |
| <input type="checkbox"/> Open an existing worksheet   | <input type="checkbox"/> Save the chart   |
| <input type="checkbox"/> Close worksheets   | <input type="checkbox"/> Preview and print the worksheet  |

### System Requirements

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 Exercise

#### Working with Functions

Objectives of Section 1  
 What are Functions?  
     Using the Correct Syntax for Functions  
     Inserting Functions  
 Using Math and Trigonometric Functions  
 Using Statistical Functions  
 Working with Financial Functions  
 Using Logical Functions  
 Using Date and Time Functions  
 Using Text Functions  
 Using Information Functions  
 Apply Your Skills Exercises  
 Summary of Section 1  
 Questions and Review

#### Customized Formatting & Drawing Tools

Objectives of Section 2  
 Aligning the Cell Contents  
 Using the Format Painter  
 Hiding/Unhiding Data  
     Hiding/Unhiding Rows & Columns  
     Hiding/Unhiding Worksheets  
 Using Comments  
 Using Styles  
 Drawing Objects  
     Drawing Shapes  
     Drawing AutoShapes  
     Moving and Resizing Shapes  
     Using WordArt  
     Using Clip Art  
 Apply Your Skills Exercises  
 Summary of Section 2  
 Questions and Review

#### Using Internet & Data Tools

Objectives of Section 3  
 Using Hyperlinks

Inserting Hyperlinks  
 Modifying and Deleting Hyperlinks  
 Publishing Worksheets to the Internet  
     Previewing Web Pages  
     Saving Worksheets as HTML  
     Saving Range of Cells as HTML  
 Using AutoFill  
 Finding and Replacing Data  
     Finding Data  
     Replacing Data  
     Finding and Replacing Formatting  
     Go To Special  
 Using Paste Special  
 Sorting Data  
 Using the AutoFilter  
 Exporting Data as a Text File  
 Using the Research Tool  
 Setting Up Research Services  
     Using Research Services  
 Changing Excel Options  
 Apply Your Skills Exercises  
 Summary of Section 3  
 Questions and Review

#### Working with Lists and Databases

Objectives of Section 4  
 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 4  
 Questions and Review

#### Formatting Cells

Objectives of Section 5  
 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 5](#)  
     [Questions and Review](#)

#### Customizing Charts

Objectives of Section 6  
 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 6  
 Questions and Review

#### Appendices

Projects and Case Studies  
 Productivity Tools  
 Answers to Review  
 Glossary of Terms  
 Index  
 Microsoft Office Excel 2003  
 Specialist Exam Objectives