

Microsoft Office Excel 2003

Level 3



Course Objective

The main objective of this courseware is to introduce you to the advanced features of Excel. The purpose of this book is to demonstrate features that can increase productivity in using many of the built-in features to format, analyze, calculate, or protect your worksheets. You will also look at how to set up worksheet data on web pages as well as how to use data from other programs within Excel.

Basic Skills Checklist

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

- | | |
|--|--|
| <input type="checkbox"/> understand what functions are | <input type="checkbox"/> use the AutoFill tool |
| <input type="checkbox"/> use the Insert Function feature to work with some advanced functions | <input type="checkbox"/> find and replace data and cell formatting |
| <input type="checkbox"/> use the Format Painter | <input type="checkbox"/> use the Go To Special tool |
| <input type="checkbox"/> hide and unhide rows, columns, or worksheets | <input type="checkbox"/> use the Paste Special command |
| <input type="checkbox"/> use comments | <input type="checkbox"/> use the AutoFilter |
| <input type="checkbox"/> create and use formatting styles | <input type="checkbox"/> export data for other programs to use |
| <input type="checkbox"/> draw shapes and AutoShapes | <input type="checkbox"/> use the research tool |
| <input type="checkbox"/> move and resize shapes | <input type="checkbox"/> change Excel options settings |
| <input type="checkbox"/> use WordArt | <input type="checkbox"/> create, use, and name lists and ranges of cells |
| <input type="checkbox"/> add Clip Art to worksheets | <input type="checkbox"/> create and use databases in Excel |
| <input type="checkbox"/> insert, modify, and delete hyperlinks to other Microsoft Office documents | <input type="checkbox"/> create and use worksheet outlining and summarizing |
| <input type="checkbox"/> preview a worksheet in web page form | <input type="checkbox"/> use advanced formatting tools on drawing objects and pictures |
| <input type="checkbox"/> publish a worksheet into a web page | <input type="checkbox"/> customize charts |

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

Templates & Validating Data

Objectives of Section 1
 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 1
 Questions and Review

Managing Your Workbooks

Objectives of Section 2
 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 2
 Questions and Review

Using Analysis Tools

Objectives of Section 3
 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 3
 Questions and Review

Collaborating with Others

Objectives of Section 4
 Consolidating Data
 Looking at Workgroup Functions
 Creating a Shared Workbook
 Resolving Shared Workbook Conflicts
 Tracking Changes
 Showing History of Changes
 Removing Shared Use of Workbooks
 Merging Workbooks
 Linking Worksheets & Workbooks
 Creating Linked Workbooks
 Managing the Links
 Removing the Links
 Changing and Displaying Workbook Properties
 Apply Your Skills Exercises
 Summary of Section 4
 Questions and Review

Importing and Exporting Data

Objectives of Section 5
 Save as Web Page
 Importing Data
 Importing Text Files
 Importing from Other Applications
 Importing Using a Web Query
 Importing from a Web Page
 Using XML
 Exporting Data as XML Spreadsheet

Importing an XML Data File

Managing Elements and Attributes
 Changing XML View Options
 Managing XML Maps
 Exporting Data Using an XML Maps
 Apply Your Skills Exercises
 Summary of Section 5
 Questions and Review

Using Macros & Custom Forms

Objectives of Section 6
 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
 Changing Excel Options
 Apply Your Skills Exercises
 Summary of Section 6
 Questions and Review

Appendices

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