



Excel 2003 Intermediate

Prerequisites

Excel 2002 Introduction or equivalent skills. Must be able to create, open, save, format and print a worksheet. Should be able to use formulas and the SUM function. Ability to copy, move and delete values and formulas is required.

Duration 1 day(s)

Working with Worksheets

- Viewing, Renaming, and Color-coding Worksheets
- Editing a Group
- Manipulating Worksheets
- Creating Linked Formulas
- Using 3-D References
- Protecting Workbooks and Worksheets

Working with Functions

- Creating and Using Named Ranges
- Creating a Relative Name
- Using Custom Zoom
- Using Functions
- Working with Insert Function
- Using Financial Functions
- Using Date Functions

Working with Formatting and Data Validation

- Using Conditional Formatting
- Using Data Validation
- Creating and Using Custom Formats
- Working with Auditing and Error Checking Tools

Creating Charts

- Using the Chart Wizard
- Modifying Charts - Overview
- Changing the Chart Type
- Changing a Chart's Location and Size
- Changing Chart Options
- Adding and Removing Data Series
- Changing Worksheet Data Using a Chart
- Using the Range Finder with Charts

Working with Charts

- Using Text Boxes
- Formatting Chart Elements - Overview
- Formatting Chart Text
- Formatting Chart Objects
- Printing Charts

Creating Advanced Charts

- Working with Three-Dimensional Charts
- Creating a Combination Chart
- Creating Complex Pie Charts
- Creating a Pictograph

Using List Features

- Creating a List
- Using AutoComplete
- Sorting a List
- Using the Data Form
- Filtering a List Using AutoFilter

Using Styles and Templates

- Creating and Using Styles
- Merging Styles
- Using Templates
- Creating Templates