

Excel 2003 Level 2

1-day course
Course Code: S132en

Who should attend? This course is intended for participants who are familiar with Excel 2003.

Prerequisites Excel 2003 Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- o Organize, protect, and display data, using various tools
- o Create linking formulas and use the IF function
- o Set up multiple worksheets, using information from other sources through consolidation, and copy and paste links to combine information into one worksheet
- o Create and modify charts to present data effectively, customize charts to enhance their appearance
- o Create and apply styles to format worksheets consistently and quickly, use conditional formatting, comments, and text boxes to highlight and explain data

Course Content

Worksheet Organization

Range Names; Workbook Templates; Worksheet Security; Outlining;

Advanced Formulas

Using the IF Function; Linking Formulas;

Using Multiple Workbooks and Worksheets

Working with Multiple Workbooks; Setting Up Multiple Worksheets; Using Multiple Worksheets; Creating Links with Formulas; Modifying and Restoring Links; Consolidating Data;

Working with Charts

Creating Charts; Publishing Charts on the Web; Changing Chart Data; Modifying Chart Elements; Creating Custom Charts;

Applying Formatting

Creating Styles; Working with Styles; Using Conditional Formatting; Annotating Worksheets;
