



## Microsoft Office Excel 2003: Level 2

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### Course Description

In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Course Objective:** You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Target Student:** The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students who desire to prepare for the Microsoft Office Specialist exam in Excel or Module 2 and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

**Prerequisites:** To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking the following Element K course:

- Microsoft Excel 2003: Level 1

In addition, Web browsing experience is strongly recommended.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create and apply templates.
- create and modify charts.
- work with graphic objects.
- calculate with advanced formulas.
- sort and filter data.

- use Excel with the Web.

## **Course Content**

### **Lesson 1: Creating and Applying Templates**

- Topic 1A: Create a Workbook from a Template
- Topic 1B: Create a Custom Template
- Topic 1C: Working with Comments
- Topic 1D: Create a Hyperlink
- Topic 1E: Use Web-based Research Tools

### **Lesson 2: Creating and Modifying Charts**

- Topic 2A: Create a Chart
- Topic 2B: Format Chart Items
- Topic 2C: Change the Chart Type
- Topic 2D: Create a Diagram

### **Lesson 3: Working with Graphic Objects**

- Topic 3A: Insert Graphics
- Topic 3B: Create AutoShapes
- Topic 3C: Format Graphic Objects
- Topic 3D: Change the Order of Graphic Objects
- Topic 3E: Group Graphic Objects
- Topic 3F: Move, Copy, and Resize Graphic Objects

### **Lesson 4: Calculating with Advanced Formulas**

- Topic 4A: Create and Apply a Name for a Range of Cells
- Topic 4B: Calculate Across Worksheets
- Topic 4C: Calculate with Date and Time Functions
- Topic 4D: Calculate with Financial Functions
- Topic 4E: Calculate with Statistical Functions
- Topic 4F: Calculate with Lookup and Reference Functions
- Topic 4G: Calculate with Logical Functions

### **Lesson 5: Sorting and Filtering Data**

- Topic 5A: Sort Data Lists
- Topic 5B: Filter Data Lists
- Topic 5C: Create and Apply Advanced Filters
- Topic 5D: Calculate with Database Functions
- Topic 5E: Add Subtotals to a Worksheet

### **Lesson 6: Using Excel with the Web**

- Topic 6A: Export Excel Data
- Topic 6B: Publish a Worksheet to the Web
- Topic 6C: Import Data from the Web
- Topic 6D: Create a Web Query

## **Appendix A: Microsoft Office Specialist Program**