

Microsoft ®

Excel 2003 Course Outline

Intermediate Level – 6 Hours

VIEWING WORKSHEETS

- Customising View Options
- Displaying And Customising Toolbars
- Hiding Workbooks And Worksheets
- Freezing Panes
- Grouping And Ungrouping Worksheets

MORE FORMATTING TECHNIQUES

- Using Styles
- Conditional Formatting
- Using The Format Painter
- Using Guidelines
- Hiding And Displaying Cells

MORE FORMULAS AND FUNCTIONS

- Using The Series Command
- Using The Insert Function Wizard
- Using The Excel Function Categories
- Correcting Formulas
- Using The Formula Error Checker
- Using The Formula Auditing Toolbar
- Using The Watch Window

DATABASE AND LIST MANAGEMENT

- Using Databases
- Creating And Editing A Database
- Sorting A Database
- Using Autofilters
- Advanced Filters
- Working With Filtered Data
- Using Data Forms

CHARTS

- Chart Wizard
- Chart Toolbar
- Working With Charts
- Formatting The Chart

DRAWING AND PICTURE OBJECTS

- Drawing Toolbar
- Working With Autoshapes
- Creating Text Boxes
- Adding Pictures
- Layering Objects
- Grouping And Ungrouping Objects

EXCEL 2003 AND OTHER APPLICATIONS

- Converting Files From Other Applications
- Copying Data From Another Application
- Embedding And Linking Objects
- Hyperlinks
- Managing Links