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Excel 2003: Intermediate

1 day

Description
This ILT Series course teaches intermediate-level features and functions of Excel 2003. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2003 Core and Expert exams. For comprehensive certification training, students should complete Excel 2003: Basic, Intermediate, and Advanced.

Prerequisites
- *Windows XP: Basic* or *Windows Vista: Basic*
- *Excel 2003: Basic*

Course Outline

Unit 1: Working with large worksheets
Topic A: Viewing options
Topic B: Hiding, displaying, and outlining data
Topic C: Printing large worksheets

Unit 2: Using multiple worksheets and workbooks
Topic A: Using multiple worksheets
Topic B: Linking worksheets by using 3-D formulas
Topic C: Consolidating data
Topic D: Linking workbooks
Topic E: Managing workbooks

Unit 3: Customizing Excel
Topic A: Using the Options dialog box
Topic B: Customizing toolbars and menus

Unit 4: Advanced formatting
Topic A: Borders and shading
Topic B: Using special number formats
Topic C: Working with dates
Topic D: Working with styles
Topic E: Other advanced formatting

Unit 5: List management
Topic A: Examining lists
Topic B: Sorting and filtering lists
Topic C: Advanced filtering

Unit 6: Advanced charting
Topic A: Chart formatting options
Topic B: Using combination charts
Topic C: Using graphic elements

Unit 7: Documenting and auditing
Topic A: Auditing features
Topic B: Comments and text boxes
Topic C: Protection
Topic D: Workgroup collaboration

Unit 8: Using templates
Topic A: Built-in templates
Topic B: Creating and managing templates

Appendix A: Web discussions
Topic A: Creating and responding to Web discussions

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