

Excel 2003 Intermediate

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Customise view options
- Use further techniques to format worksheet data
- Use more functions
- Use the function wizard
- Use absolute cell references in formulas
- Use Excel as a database
- Use filters and subtotals in a database
- Create charts
- Create drawing objects
- Use hyperlinks

Pre-requisites

- Experience of Windows 2000 or later
- Attendance on Excel 2003 Introduction course or equivalent experience

Course Contents

Viewing Worksheets

- Customise view options
- Display and customise toolbars
- Hide workbooks and worksheets
- Freeze panes
- Group worksheets

More Formatting Techniques

- Using styles
- Conditional formatting
- The format painter
- Hiding and displaying cells

More Formulas and Functions

- Using the series command
- Using the function wizard
- Financial functions
- Correcting formulas
- Using the error checker
- Using the auditing toolbar
- Using the watch window

Absolute Cell References

- Entering an absolute column and row reference into a formula
- Entering mixed cell references into a formula

Using Logical Functions

- Using the IF function
- Nesting IF functions

Database and List Management

- Using Excel as a database
- Sorting a database
- Using Autofilters and advanced filters
- Using data forms

Charts

- Creating charts using the wizard
- Formatting charts

Linking Worksheets within a Workbook

- Renaming worksheets
- Inserting and deleting worksheets
- Creating formulas to link worksheets

Drawing and Picture Objects

- Creating drawing objects
- Using drawing toolbar to control objects

Excel 2003 and Other Applications

- Copying data from another application
- Using hyperlinks