

## Excel 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster

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**Course Length:** 1-day (6 hours)

**Prerequisites:** Excel 2003: Level 1 or equivalent experience

### What's in Excel 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, 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.

### Objectives

- Navigate large worksheets effectively by using magnification, frozen panes, and split panes; and control the printing of large worksheets.
- Navigate, manage, and print multiple worksheets; link workbooks by using 3-D formulas; and summarize data by using the Consolidate command.
- Change the View, General, and Calculation settings of Excel; and customize toolbars and menus.
- Add borders and shading; apply special formats; create, apply, and modify styles; and change the orientation of cells.
- Sort lists by columns; and filter lists based on complex criteria.
- Format data points; create combination charts and trendlines; and add and format graphic elements.
- Use auditing features; add comments and text boxes; and protect a worksheet or part of a worksheet.
- Work with Excel's built-in templates; and create and manage custom templates.

### Topic-Level Outline

#### Unit 1 : Working with large worksheets

##### Topic A: \* Viewing options

- A-1: Zooming in and out on a large worksheet
- A-2: Using the Freeze Panes command
- A-3: Splitting a worksheet into panes

##### Topic B: \* Hiding, displaying, and outlining data

- B-1: Hiding and unhiding columns and worksheets
- B-2: Creating an outline

##### Topic C: \* Printing large worksheets

- C-1: Setting print titles
- C-2: Setting page breaks
- C-3: Using Page Break Preview

#### Unit 2 : Using multiple worksheets and workbooks

##### Topic A: \* Using multiple worksheets

- A-1: Navigating between multiple worksheets
- A-2: Naming worksheets and coloring tabs
- A-3: Working with multiple worksheets
- A-4: Previewing and printing multiple worksheets

##### Topic B: \* Linking worksheets by using 3-D formulas

- B-1: Creating 3-D formulas
- B-2: Adding a Watch window

##### Topic C: \* Consolidating data

- C-1: Using the Consolidate command

##### Topic D: \* Linking workbooks

- D-1: Switching between workbooks
- D-2: Examining external links in a worksheet
- D-3: Creating external links in a worksheet
- D-4: Editing links

##### Topic E: \* Managing workbooks

- E-1: Creating a workspace

#### Unit 3 : Customizing Excel

##### Topic A: \* Using the Options dialog box

- A-1: Changing view options
- A-2: Changing general options
- A-3: Changing calculation options

##### Topic B: \* Customizing toolbars and menus

- B-1: Showing and hiding toolbars
- B-2: Moving and docking toolbars
- B-3: Customizing and restoring toolbars
- B-4: Customizing a menu
- B-5: Exploring short menus and smart menus

#### Unit 4 : Advanced formatting

##### Topic A: \* Borders and shading

- A-1: Adding borders to a cell or range
- A-2: Adding shading to a cell or range

##### Topic B: \* Using special number formats

##### B-1: Using special formats

- B-2: Controlling the display of zero values
- B-3: Creating custom formats
- B-4: Applying conditional formatting

##### Topic C: \* Working with dates

- C-1: Using date and time formats
- C-2: Using the NOW and DATE functions
- C-3: Performing calculations on dates

##### Topic D: \* Working with styles

- D-1: Observing built-in styles
- D-2: Creating and applying styles
- D-3: Modifying styles

##### Topic E: \* Other advanced formatting

- E-1: Merging cells
- E-2: Changing a cell's orientation
- E-3: Splitting cells

#### Unit 5 : List management

##### Topic A: \* Examining lists

- A-1: Examining the structure of a list

##### Topic B: \* Sorting and filtering lists

- B-1: Sorting a list by using the Standard toolbar
- B-2: Sorting a list by using the Sort command
- B-3: Filtering a list by using AutoFilter

##### Topic C: \* Advanced filtering

- C-1: Using the Custom AutoFilter criteria
- C-2: Using the Advanced Filter dialog box
- C-3: Copying filtered results to another range

#### Unit 6 : Advanced charting

##### Topic A: \* Chart formatting options

- A-1: Adjusting the scale of a chart
- A-2: Formatting a data point

##### Topic B: \* Using combination charts

- B-1: Creating a combination chart
- B-2: Creating a trendline

##### Topic C: \* Using graphic elements

- C-1: Adding graphic elements
- C-2: Formatting a graphic element
- C-3: Adding a picture to a worksheet

#### Unit 7 : Documenting and auditing

##### Topic A: \* Auditing features

- A-1: Tracing precedent and dependent cells
- A-2: Tracing errors

##### Topic B: \* Comments and text boxes

- B-1: Viewing comments in a worksheet
- B-2: Adding a comment
- B-3: Managing comments
- B-4: Creating a text box

##### Topic C: \* Protection

##### C-1: Password-protecting a worksheet

- C-2: Protecting part of a worksheet by unlocking cells
- C-3: Discussing digital signatures

##### Topic D: \* Workgroup collaboration

- D-1: Sharing a workbook
- D-2: Merging workbooks
- D-3: Tracking changes in a workbook

#### Unit 8 : Using templates

##### Topic A: \* Built-in templates

- A-1: Using the Sales Invoice template
- A-2: Using the ExpenseStatement template

##### Topic B: \* Creating and managing templates

- B-1: Creating a template
- B-2: Modifying a template
- B-3: Using an alternate template location

##### Appendix A : Web discussions

##### Topic A: \* Creating and responding to Web discussions

##### Appendix B : Microsoft Office Specialist exam objectives maps

##### Topic A: \* Specialist exam objectives

##### Topic B: \* Expert exam objectives