

Excel 2003: Level 3, 2nd Edition (MOS Certified) + CertBlaster

Publisher: CourseILT

Code: 1418889377

ISBN: 1418889377

Version: 1

Course Length: 1-day (6 hours)

Prerequisites: Excel 2003: Level 2 or equivalent experience

What's in Excel 2003: Level 3, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, covers advanced-level features and functions of Excel 2003. Students will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use SharePoint services.

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 advanced formulas

Topic A: * Using names

A-1: Defining names

A-2: Using the Create Names command

A-3: Using the Apply Names command

Topic B: * Using decision-making functions

B-1: Using the IF function

B-2: Using the SUMIF function

Topic C: * Creating nested functions

C-1: Using nested IF functions

C-2: Using the ROUND function

Topic D: * Using financial functions

D-1: Using the PMT function

Unit 2 : Lookups and data tables

Topic A: * Working with lookup functions

A-1: Examining VLOOKUP

A-2: Using VLOOKUP for an exact match

A-3: Using VLOOKUP for an approximate match

Topic B: * Using MATCH and INDEX

B-1: Using the MATCH function

B-2: Using the INDEX function

Topic C: * Creating data tables

C-1: Creating a one-variable data table

C-2: Creating a two-variable data table

Unit 3 : Advanced list management

Topic A: * Creating subtotals

A-1: Creating subtotals in a list

A-2: Using multiple subtotal functions

Topic B: * Validating cell entries

B-1: Observing data validation

B-2: Setting up data validation

Topic C: * Exploring database functions

C-1: Examining the structure of database functions

C-2: Using the DSUM function

Topic D: * Working with data forms

D-1: Entering data by using a form

Unit 4 : Working with PivotTables and PivotCharts

Topic A: * Working with PivotTables

A-1: Creating a PivotTable

A-2: Adding fields

Topic B: * Rearranging PivotTables

B-1: Moving fields

B-2: Hiding and showing details

B-3: Refreshing the data in a PivotTable

Topic C: * Formatting PivotTables

C-1: Changing field settings

C-2: Using the AutoFormat dialog box

Topic D: * Working with PivotCharts

D-1: Creating a PivotChart

Unit 5 : Exporting and importing

Topic A: * Exporting and importing text files

A-1: Exporting Excel data to a text file

A-2: Importing data from a text file into a workbook

Topic B: * Exporting and importing XML data

B-1: Using the XML Source task pane

B-2: Importing XML data into a workbook

B-3: Exporting data from a workbook to an XML data file

B-4: Deleting an XML map

Topic C: * Querying external databases

C-1: Using Microsoft Query to get data from an external database

C-2: Discussing the Web query feature

C-3: Using Web query to get data from the Web

Unit 6 : Using analytical options

Topic A: * Working with Goal Seek and Solver

A-1: Using Goal Seek to solve for a single variable

A-2: Using Solver to solve for multiple variables

Topic B: * Working with the Analysis ToolPak

B-1: Installing the Analysis ToolPak

B-2: Using the Sampling analysis tool

Topic C: * Working with scenarios

C-1: Creating scenarios

C-2: Switching among scenarios

C-3: Merging scenarios from another worksheet

Topic D: * Working with views

D-1: Creating views

D-2: Switching among views

Unit 7 : Working with macros

Topic A: * Running and recording a macro

A-1: Running a macro

A-2: Recording a macro

A-3: Assigning a macro to a button

Topic B: * Working with VBA code

B-1: Observing a VBA code module

B-2: Editing VBA code

Topic C: * Function procedures

C-1: Creating a custom function

Unit 8 : Interactive Web pages

Topic A: * Creating interactive Web spreadsheets

A-1: Publishing an interactive Web page

A-2: Maintaining an Excel-based Web page

Topic B: * Publishing PivotTables on the Web

B-1: Using a PivotTable on a Web page

Unit 9 : Using SharePoint services

Topic A: * Document Workspaces

A-1: Creating a Document Workspace

A-2: Publishing and viewing a list on the SharePoint server

A-3: Synchronizing a list with data on the SharePoint server

Appendix A : Smart documents

Topic A: * Discussing smart documents

Appendix B : Microsoft Office Specialist exam objectives maps

Topic A: * Specialist exam objectives

Topic B: * Expert exam objectives