

# Excel 2003: Intermediate

Course length: 1 Day

**Course Description:** In this course, you will use Microsoft® Excel 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

**Course Objective:** You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

**Target Student:** The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students who desire to prepare for the Microsoft Office Specialist exam in Excel or Module 2 and who already have knowledge of the basics of Excel, including how to create, edit, format, and print basic worksheets.

**Prerequisites:** To ensure your success, we recommend that you have experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. Students can obtain this level of skill by taking [Microsoft Excel 2003 – Introduction](#). In addition, Web browsing experience is strongly recommended.

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Create and apply templates.
- ◆ Create and modify charts.
- ◆ Work with graphic objects.
- ◆ Calculate with advanced formulas.
- ◆ Sort and filter data.
- ◆ Use Excel with the Web.

## Course Content

### **Lesson 1: Creating and Applying Templates**

Create a Workbook from a Template  
Create a Custom Template  
Working with Comments  
Create a Hyperlink  
Use Web-based Research Tools

### **Lesson 2: Creating and Modifying Charts**

Create a Chart  
Format Chart Items  
Change the Chart Type  
Create a Diagram

### **Lesson 3: Working with Graphic Objects**

Insert Graphics  
Create AutoShapes  
Format Graphic Objects  
Change the Order of Graphic Objects  
Group Graphic Objects  
Move, Copy, and Resize Graphic Objects

### **Lesson 4: Calculating with Advanced Formulas**

Create and Apply a Name for a Range of Cells  
Calculate Across Worksheets  
Calculate with Date and Time Functions  
Calculate with Financial Functions  
Calculate with Statistical Functions  
Calculate with Lookup and Reference Functions  
Calculate with Logical Functions

### **Lesson 5: Sorting and Filtering Data**

Sort Data Lists  
Filter Data Lists  
Create and Apply Advanced Filters  
Calculate with Database Functions  
Add Subtotals to a Worksheet

### **Lesson 6: Using Excel with the Web**

Export Excel Data  
Publish a Worksheet to the Web  
Import Data from the Web  
Create a Web Query

---

*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*