

## Microsoft® Office Excel 2003: Level 1

1 day – Instructor led

Certification: Microsoft Office Specialist: Excel 2003

### Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

**Course Objective:** You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

**Target Student:** This course is designed for persons preparing for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft® Office Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets.

**Prerequisites:** To ensure your success, we recommend you have a solid working knowledge of Windows XP

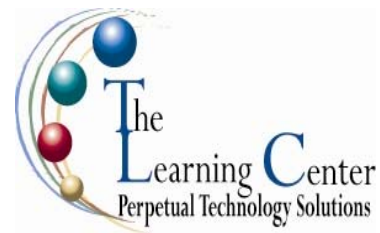
### Certification

This course is one of a series of that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print the contents of a workbook.
- customize the layout of the Excel window.



## ***Excel 2003 Level 1 - continued***

### **Course Content**

#### **Lesson 1: Getting Started with Excel**

- Topic 1A: An Overview of Excel
- Topic 1B: Navigate in Excel
- Topic 1C: Select Data
- Topic 1D: Enter Data
- Topic 1E: Save a Workbook
- Topic 1F: Obtain Help

#### **Lesson 2: Modifying a Worksheet**

- Topic 2A: Move and Copy Data Between Cells
- Topic 2B: Fill Cells with Series of Data
- Topic 2C: Edit Cell Data
- Topic 2D: Insert and Delete Cells, Columns, and Rows
- Topic 2E: Find, Replace, and Go To Cell Data
- Topic 2F: Spell Check a Worksheet

#### **Lesson 3: Performing Calculations**

- Topic 3A: Create Basic Formulas
- Topic 3B: Calculate with Functions
- Topic 3C: Copy Formulas and Functions
- Topic 3D: Create an Absolute Reference

#### **Lesson 4: Formatting a Worksheet**

- Topic 4A: Change Font Size and Type
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Merge Cells
- Topic 4E: Apply Number Formats
- Topic 4F: Create a Custom Number Format
- Topic 4G: Align Cell Contents
- Topic 4H: Find and Replace Formats
- Topic 4I: Apply an AutoFormat
- Topic 4J: Apply Styles

#### **Lesson 5: Developing a Workbook**

- Topic 5A: Format Worksheet Tabs
- Topic 5B: Reposition Worksheets in a Workbook
- Topic 5C: Insert and Delete Worksheets
- Topic 5D: Copy and Paste Worksheets
- Topic 5E: Copy a Workbook

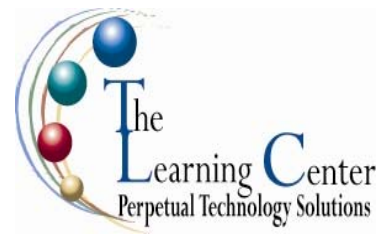
#### **Lesson 6: Printing Workbook Contents**

- Topic 6A: Set a Print Title
- Topic 6B: Create a Header and a Footer
- Topic 6C: Set Page Margins
- Topic 6D: Change Page Orientation
- Topic 6E: Insert and Remove Page Breaks
- Topic 6F: Print a Range

#### **Lesson 7: Customizing Layout**

- Topic 7A: Split a Worksheet
- Topic 7B: Arrange Worksheets
- Topic 7C: Freeze and Unfreeze Rows and Columns
- Topic 7D: Hide and Unhide Worksheets

#### **Appendix A: Microsoft Office Specialist Program**



## Microsoft® Office Excel 2003: Level 2

1 day – Instructor led

Certification: Microsoft Office Specialist: Excel 2003

### Course Description

In Microsoft® Office Excel 2003: Level 1, you created, edited, formatted, and printed basic spreadsheets. You now have a need to streamline repetitive tasks and display spreadsheet data in more visually effective ways. 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 the successful completion of Microsoft Excel 2003: Level 2, we recommend completion of Microsoft Excel 2003: Level 1 class or equivalent knowledge (experience with creating, editing, formatting, saving, and printing basic spreadsheets in Microsoft® Excel 2003. In addition, Web browsing experience is strongly recommended.

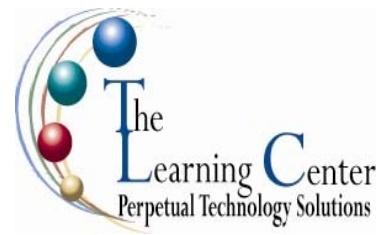
### Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

### 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.



## ***Excel 2003 Level 2 - continued***

### **Course Content**

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

- Topic 1A: Create a Workbook from a Template
- Topic 1B: Create a Custom Template
- Topic 1C: Working with Comments
- Topic 1D: Create a Hyperlink
- Topic 1E: Use Web-based Research Tools

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

- Topic 2A: Create a Chart
- Topic 2B: Format Chart Items
- Topic 2C: Change the Chart Type
- Topic 2D: Create a Diagram

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

- Topic 3A: Insert Graphics
- Topic 3B: Create AutoShapes
- Topic 3C: Format Graphic Objects
- Topic 3D: Change the Order of Graphic Objects
- Topic 3E: Group Graphic Objects
- Topic 3F: Move, Copy, and Resize Graphic Objects

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

- Topic 4A: Create and Apply a Name for a Range of Cells
- Topic 4B: Calculate Across Worksheets
- Topic 4C: Calculate with Date and Time Functions
- Topic 4D: Calculate with Financial Functions
- Topic 4E: Calculate with Statistical Functions
- Topic 4F: Calculate with Lookup and Reference Functions
- Topic 4G: Calculate with Logical Functions

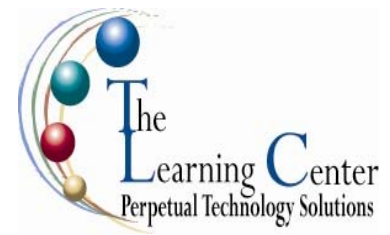
#### **Lesson 5: Sorting and Filtering Data**

- Topic 5A: Sort Data Lists
- Topic 5B: Filter Data Lists
- Topic 5C: Create and Apply Advanced Filters
- Topic 5D: Calculate with Database Functions
- Topic 5E: Add Subtotals to a Worksheet

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

- Topic 6A: Export Excel Data
- Topic 6B: Publish a Worksheet to the Web
- Topic 6C: Import Data from the Web
- Topic 6D: Create a Web Query

#### **Appendix A: Microsoft Office Specialist Program**



## Microsoft® Office Excel 2003: Level 3

1 day – Instructor led

Certification: Microsoft Office Specialist: Excel 2003

### Course Description

You have used Microsoft® Office Excel 2003 to perform tasks such as running calculations on data and sorting and filtering numeric data. You would now like to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications. In this course, you will do all of these things.

**Course Objective:** You will automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

**Target Student:** This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, create PivotTables and PivotCharts, incorporate multiple data sources, and import and export data. In addition, the course is also for students desiring to prepare for the Microsoft Office Specialist exam in Excel 2003 or Module 2-Key Applications of the Internet and Computing Core Certification (IC3) exam, and who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

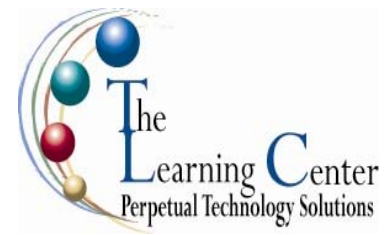
**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft® Office Excel 2003: Level 1
- Microsoft® Office Excel 2003: Level 2

### Performance-based Objectives

Upon successful completion of this course, students will be able to:

- Customize workbooks.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Structure workbooks with XML.



## **Excel 2003 Level 3 - continued**

### **Course Content**

#### **Lesson 1: Streamlining Workflow**

- Topic 1A: Create a Macro
- Topic 1B: Edit a Macro
- Topic 1C: Customize Access to Excel Commands
- Topic 1D: Apply Conditional Formatting
- Topic 1E: Add Data Validation Criteria
- Topic 1F: Update a Workbook's Properties
- Topic 1G: Modify Excel's Default Settings

#### **Lesson 2: Collaborating with Others**

- Topic 2A: Protect Files
- Topic 2B: Share a Workbook
- Topic 2C: Set Revision Tracking
- Topic 2D: Review Tracked Revisions
- Topic 2E: Merge Workbooks
- Topic 2F: Adjust Macro Settings
- Topic 2G: Administer Digital Signatures

#### **Lesson 3: Auditing Worksheets**

- Topic 3A: Trace Cell Precedents
- Topic 3B: Trace Cell Dependents
- Topic 3C: Locate Errors in Formulas
- Topic 3D: Locate Invalid Data and Formulas
- Topic 3E: Watch and Evaluate Formulas
- Topic 3F: Group and Outline Data

#### **Lesson 4: Analyzing Data**

- Topic 4A: Create a Trendline
- Topic 4B: Create Scenarios
- Topic 4C: Perform What-If Analysis
- Topic 4D: Develop a PivotTable® Report
- Topic 4E: Develop a PivotChart® Report
- Topic 4F: Perform Statistical Analysis with the Analysis ToolPak

#### **Lesson 5: Working with Multiple Workbooks**

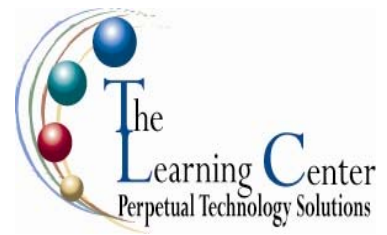
- Topic 5A: Create a Workspace
- Topic 5B: Consolidate Data
- Topic 5C: Link Cells in Different Workbooks
- Topic 5D: Edit Links

#### **Lesson 6: Importing and Exporting Data**

- Topic 6A: Export to Microsoft Word
- Topic 6B: Import a Word Table
- Topic 6C: Import Text Files

#### **Lesson 7: Structuring XML Workbooks**

- Topic 7A: Develop XML Maps
- Topic 7B: Import, Add, and Export XML Data
- Topic 7C: Manage XML Workbooks
- Topic 7D: Apply XML View Options



## Microsoft® Office Excel 2003: Level 4 Introduction to VBA

1 day – Instructor led

Certification: Microsoft Office Specialist: Excel 2003

### Course Description

In the previous Excel courses, you used Excel to simplify business tasks, including the creation of spreadsheets, graphs, charts, and formulas that were difficult to create and nearly impossible to maintain using pencil and paper. You now want to simplify your work in the Excel environment by automating many of the repetitive tasks that are part of spreadsheet development. In *Excel 2003: Introduction to VBA* you apply the Visual Basic for Applications (VBA) programming language to simplify many of the tasks you learned in *Excel 2003: Level 1* and *Excel 2003: Level 2*.

**Course Objective:** You will use VBA to create macros for automating repetitive tasks in Excel 2003.

**Target Student:** Students looking to gain the skills necessary to apply VBA to develop macros, format worksheets, create user-interactive macros, work with multiple worksheets, and perform calculations. In addition, students who already have knowledge of the basics of Excel, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data.

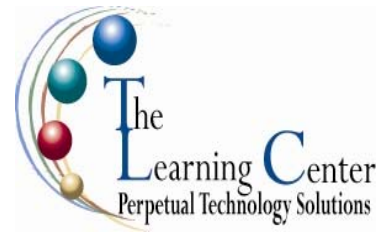
**Prerequisites:** To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

- Microsoft® Office Excel 2003: Level 1
- Microsoft® Office Excel 2003: Level 2
- Microsoft® Office Excel 2003: Level 3

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Develop macros.
- Format worksheets.
- Create an interactive worksheet.
- Work with multiple worksheets.
- Perform calculations.



## ***Excel 2003 Level 4 - continued***

### **Course Content**

#### **Lesson 1: Developing Macros**

- Topic 1A: Create a Macro with the Macro Recorder
- Topic 1B: Edit a Macro
- Topic 1C: Debug a Macro
- Topic 1D: Customize Toolbars, Menus, and Hotkeys

#### **Lesson 2: Formatting Worksheets**

- Topic 2A: Sort Data
- Topic 2B: Insert Rows and Columns
- Topic 2C: Insert Text
- Topic 2D: Format Text
- Topic 2E: Duplicate Data
- Topic 2F: Generate a Report

#### **Lesson 3: Creating an Interactive Worksheet**

- Topic 3A: Determine Dialog Box Type
- Topic 3B: Capture User Input

#### **Lesson 4: Working with Multiple Worksheets**

- Topic 4A: Insert, Copy, and Delete Worksheets
- Topic 4B: Rename Worksheets
- Topic 4C: Modify the Order of Worksheets
- Topic 4D: Print Worksheets

#### **Lesson 5: Performing Calculations**

- Topic 5A: Create User-defined Functions
- Topic 5B: Automate SUM Functions

#### **Appendix A: Microsoft Office Specialist Program**