

Microsoft Office Excel 2003

Microsoft Office Specialist Expert Certification

Course Objective

This courseware is a continuation of the Microsoft Office Excel 2003 – Specialist courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|---|--|
| <input type="checkbox"/> start and access Excel | <input type="checkbox"/> open, close, and save workbooks |
| <input type="checkbox"/> access menu commands by using both the mouse and keyboard | <input type="checkbox"/> format cells in the worksheet |
| <input type="checkbox"/> use the toolbar or be familiar with most of the options found on the toolbar | <input type="checkbox"/> enter a simple formula |
| <input type="checkbox"/> move around the worksheet with the mouse or keyboard | <input type="checkbox"/> rename and add color to worksheet tabs |
| <input type="checkbox"/> enter numeric and text data into the worksheet | <input type="checkbox"/> select cells in the worksheet by using different selection methods |
| <input type="checkbox"/> create a new worksheet | <input type="checkbox"/> copy and move data in the worksheet, including the AutoFill handle |
| <input type="checkbox"/> format the data in the worksheet | <input type="checkbox"/> print worksheets and customize print options |
| <input type="checkbox"/> select cells in the worksheet by using different selection methods | <input type="checkbox"/> change cell width, height, and alignment |
| <input type="checkbox"/> insert and move worksheets within the workbook | <input type="checkbox"/> use common built-in functions |
| <input type="checkbox"/> enhance the appearance of the worksheet by using features such as bold, italics or borders | <input type="checkbox"/> use automatic subtotals |
| <input type="checkbox"/> create a chart from the data in the worksheet | <input type="checkbox"/> use drawing tools |
| <input type="checkbox"/> save the chart | <input type="checkbox"/> change Excel options |
| | <input type="checkbox"/> create and edit simple charts |
| | <input type="checkbox"/> use some of the advanced built-in functions for financial, statistical, or lookup |

System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows

Courseware Outline

About This Courseware

Courseware Conventions
Courseware Objectives and Prerequisites
A Quick Review of Basics
Review Exercises

Working with Lists and Databases

Objectives of Section 1
Using Lists
 Creating a List
 Modify List Ranges
 Defining Names for List Ranges
Understanding Database
 Concepts and Terminology
 Using Database Terminology
Creating a Database
Filtering Information
 Using Advanced Filters
 Using Comparison Operators
Using Advanced Functions
 Creating and Editing Database Functions
 Using the Subtotal Function
 Using Lookup and Reference
Grouping and Outlining Data
Summarizing Data
Apply Your Skills Exercises
Summary of Section 1
Questions and Review

Formatting Cells

Objectives of Section 2
Looking at Custom Cell Formats
 Using Custom Number Formats
 Using Custom Currency Formats
 Using Custom Date and Time Formats
 Custom Scientific Formats
 Using Custom Text Formats
Using Conditional Formatting
Modifying Drawing Objects
 Formatting Shapes
 Resizing, Reshaping, and Scaling Objects
 Shadows and 3-D Effects
 Cropping and Rotating Objects
 Image Contrast and Brightness
Apply Your Skills Exercises
Summary of Section 2
Questions and Review

Customizing Charts

Objectives of Section 3
Customizing a Chart
Modifying Chart Options
Formatting the Legend

Formatting an Axis
Formatting Title Text
Formatting Data Series
Formatting Plot and Chart Area
Apply Your Skills Exercises
Summary of Section 3
Questions and Review

Templates & Validating Data

Objectives of Section 4
Using Built-In Templates
User-Defined Templates
 Creating a Template
 Using User-Defined Templates
 Editing Templates
 Deleting Templates
 Alternate Location for Storing Templates
Validating Data
Using Pick Lists
Circling Invalid Data
Apply Your Skills Exercises
Summary of Section 4
Questions and Review

Managing Your Workbooks

Objectives of Section 5
Auditing a Worksheet
 Error Checking Tool
 Manual Checking and Displaying Formulas
Correcting Worksheet Errors
 Tracing Formula Errors
 Tracing Circular References
 Using Cell Watch
 Evaluate Formulas
Protecting Your Workbook
 Using Passwords
 Worksheet Protection
 Workbook Protection
 Protecting Files
Using AutoRecover
Apply Your Skills Exercises
Summary of Section 5
Questions and Review

Using Analysis Tools

Objectives of Section 6
What-If Analysis
Using the Goal Seeking Tool
Using the Solver
Using a Data Table
 Single Variable Data Tables
 Two-variable Data Table
 Multiple Formulas in a Data Table
Using Trendlines
 Creating a Trendline
 Looking at Trendline Options
Using PivotTables
 Creating a PivotTable
 Creating a PivotChart

Modifying Field Positions
 Modifying Data Field Options
Analysis ToolPak
Working with Scenarios
 Creating Scenarios
 Using Scenarios
 Creating Scenario Summaries
Apply Your Skills Exercises
Summary of Section 6
Questions and Review

Collaborating with Others

Objectives of Section 7
Consolidating Data
Looking at Workgroup Functions
 Creating a Shared Workbook
 Resolving Shared Workbook Conflicts
 Tracking Changes
 Showing History of Changes
 Removing Shared Use of Workbooks
Merging Workbooks
Linking Worksheets & Workbooks
 Creating Linked Workbooks
 Managing the Links
 Removing the Links
Changing and Displaying Workbook Properties
Apply Your Skills Exercises
Summary of Section 7
Questions and Review

Importing and Exporting Data

Objectives of Section 8
Save as Web Page
Importing Data
 Importing Text Files
 Importing from Other Applications
 Importing Using a Web Query
 Importing from a Web Page
Using XML
 Exporting Data as XML Spreadsheet
 Importing an XML Data File
 Managing Elements and Attributes
 Changing XML View Options
 Managing XML Maps
 Exporting Data Using an XML Maps
Apply Your Skills Exercises
Summary of Section 8
Questions and Review

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Using Macros & Custom Forms

- Objectives of Section 9
- Customizing Toolbars
 - Adding and Deleting Toolbar Buttons
 - Modifying Toolbar Buttons
 - Creating a Custom Toolbar or Menu
- Using Macros in Excel
 - Creating and Using a Macro
 - Opening a Workbook Containing a Macro
 - Editing a Macro
 - Adding Macros to Toolbars

- Using Digital Certificates
 - Creating a Digital Certificate
 - Apply Digital Certificate to Macro
 - Applying a Digital Certificate to a Workbook
 - Removing a Digital Certificate
- Creating Forms with Controls
 - Adding Controls to a Worksheet
 - Using Spin Buttons or Scroll Bars
 - Using Check Boxes or Option Buttons

- Using List Boxes or Combo Boxes
- Changing Excel Options
- Apply Your Skills Exercises
- Summary of Section 9
- Questions and Review
- Appendices**
 - Projects and Case Studies
 - Productivity Tools
 - Glossary of Terms
 - Answers to Review Questions
 - Index
 - Microsoft Office Excel 2003 Exam Objectives

