

Excel 2003 Intermediate Course Content

In order to take full advantage of this course, it is expected that delegates be proficient computer users; already use Excel to create basic formulae and understand the use of functions.

Excel Hints and Tips

Useful everyday tips

The Basics Reviewed

Practical Review

Formatting

Creating basic Formulae

Calculating Percentages

Formulae and Functions

Formulae - The Pointer Method

Protecting Formulae

Functions

Charts

Introduction

Choosing the best chart

Selecting data

Embedded charts and chart sheets

Using the Chart Wizard to create a chart

Moving and sizing an embedded chart

Saving charts

Modifying and enhancing chart details

Adding data

Printing charts

Using Graphics

Types of graphics

Creating objects

Moving and sizing graphic items

Inserting WordArt

Workbooks

Uses for workbooks

Moving between workbook sheets

Naming sheets in a workbook

Grouping workbook sheets

Viewing sheets in a workbook

Three dimensional formulae

Linking workbooks

Printing multiple worksheets

Databases

Definitions

Sorting

Adding records

Database forms

Querying the database using AutoFilter

Creating a custom query using AutoFilter

Inserting subtotals in a database

Validation