

Excel 2003: Intermediate

1 Day

Prerequisites

- MS Excel 2003 Basic or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Working With Functions And Formulas

Lesson 1.1: Using Formulas In Excel

Understanding Relative And Absolute Cell References
The Basic Mathematical Operators
Using Formulas With Multiple Cell References
The Formula Auditing Bar
The Excel 2003 Formula Errors
Displaying And Printing Formulas

Lesson 1.2: Exploring Excel Functions

What Are Functions?
Common Excel Functions
Some Useful And Simple Functions

Lesson 1.3: Using Advanced Functions In Excel

Using The Insert Function Dialog Box
Inserting Functions
Using The If Function
Working With Nested Functions

Lesson 1.4: Working With Names And Ranges

What Are Range Names?
Defining Range Names
Using Range Names
Selecting Nonadjacent Ranges And Print Area
What Is Auto Calculate?

Section 2: Managing Lists

Lesson 2.1 Working With Lists

What Is A List?
Creating Lists
Modifying Lists
What Is The Total Row?

Lesson 2.2 Working With Records And Fields

What Are Records And Fields?
Adding Fields By Inserting Columns
Adding Records By Inserting Rows
Adding Records With A Data Form
Finding And Deleting Records

Lesson 2.3: Working With Lists And Filters

What Is An Autofilter
Custom Autofilters
Sorting A List
Using An Advanced Filter
Copying Filtered Records

Lesson 2.4 Using Excel As A Database

Filtering With Wild Card Characters
Validating Your Data
What Are Database Functions?
What Are Lookup Functions?

Excel 2003: Intermediate, continued

Section 3: Working With Macros And Controls

Lesson 3.1: Creating Macros In Excel

- What Is A Macro?
- Creating A Macro
- Playing A Macro
- Assigning A Shortcut Key To Macro
- Macros, Buttons, And Toolbars

Lesson 3.2: Excel Form Controls

- What Is A Form Control?
- The Form Toolbar
- Adding A Control To A Worksheet
- Assigning A Macro To A Control
- Using Form Controls

Appendix A: Using Excel With Other Programs

Using Excel In Word

- Inserting Excel Data In Word
- Modifying Excel Data After Insertion
- Linking Excel Data In Word
- Linking An Excel Chart In Word

Using Excel With Other Programs And Files

- Using Outlook To Send Excel Data
- Opening An Excel File In A Different Format
- Importing Data From A Text File
- Importing Data From A Database