

# Microsoft Excel 2003 Intermediate

## Overview

The skills and knowledge acquired in Microsoft Excel 2003 Intermediate are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Excel 2003 Intermediate is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Excel 2003 Intermediate assumes the delegate has completed the Excel 2003 Fundamentals course or has equivalent knowledge.

## Objectives

At the completion of Microsoft Excel 2003 Intermediate you should be able to:

- understand and use absolute referencing in a workbook
- adjust the sizing of columns and rows in a workbook
- create and work with functions in a workbook
- use the fill technique to enter data into cells
- print data in a workbook
- use the various printing features to produce a variety of reports
- group cells and use outlines to manipulate the worksheet
- use a range of techniques to work with worksheets
- create different views of a worksheet
- use a variety of viewing techniques to view worksheets
- create headers and footers for workbooks
- use linking to create more efficient workbooks
- share workbooks with other users
- combine data in separate worksheets or workbooks using consolidation
- use the various Lookup functions
- nest functions to create complex formulas
- use a range of logical functions
- use the mathematical functions in Excel
- use the date and time functions to perform calculations
- use a range of text functions
- create a variety of charts (graphs) in Excel
- enhance charts that you create in Excel
- use a range of advanced chart formatting techniques
- create and re-use user-defined chart types
- sort data in lists in a workbook
- use autofilter to display data in lists selectively
- work with lists in worksheets
- use templates to create consistency in your workbooks
- apply a range of formatting options to numbers
- format cells and ranges to improve the appearance of worksheet
- use a range of conditional formatting options
- use a variety of data validation techniques
- protect data in worksheets and workbooks
- display and hide inbuilt toolbars
- modify Excel preferences and settings

**Course Duration is 2 Days**

**Course Code: X5M2**

*learning excellence, positive engagement...*

## Topics

### Absolute Referencing

- Absolute And Relative Referencing
- Problems With Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References
- Tracing Dependent Cells

### Adjusting A Worksheet

- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows And Columns
- Resizing Columns
- Resizing Rows
- Hiding Gridlines

### Working With Functions

- Functions
- Typing A Sum Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- The Maximum Function
- The Minimum Function

### Filling Series

- Filling A Series
- Filling A Growth Series
- Filling A Series Backwards
- Filling Using Options
- Creating A Custom Series
- Modifying And Deleting Custom Series

### Printing

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling To Fit
- Printing To Multiple Pages
- Creating Page Headers And Footers
- Formatting Headers And Footers
- Printing Formulas
- Scale To A Specific Number Of Pages
- Specifying Number Of Copies
- Printing An Entire Workbook
- Specifying Paper Size
- Understanding Paper Sizes

### Printing Techniques

- Printing A Selection
- Setting The Print Area
- Setting Page Margins By Dragging
- Setting Margins With Page Setup
- Centring Data On The Page
- Printing Gridlines
- Specifying Print Title Rows

- Specifying Print Title Columns
- Printing With Row And Column Headings

### Outlining

- Creating An Automatic Outline
- Working With An Outline
- Creating A Manual Outline

### Working With Worksheets

- Switching Between Worksheets
- Copying A Worksheet
- Renaming Worksheets
- Moving Worksheets
- Inserting And Deleting Worksheets
- Grouping Worksheets
- Colour Coded Worksheet Tabs
- Inserting A New Worksheet
- Deleting A Worksheet
- Copying A Worksheet To Another Workbook
- Moving A Worksheet To Another Workbook
- Hiding & Unhiding Worksheets

### Custom Views

- Adding A Custom View
- Creating A Specialised View
- Using Custom Views
- Modifying Custom Views
- Deleting Custom Views

### Viewing Worksheets

- Freezing Columns And Rows
- Splitting Windows
- Using Zoom
- Hiding Rows And Columns

### Headers And Footer

- Creating A Simple Header And Footer
- Modifying A Simple Header And Footer
- Information Fields For Headers And Footers
- Inserting Information Fields Into Headers
- Inserting Information Fields Into Footers

### Linking Workbooks

- Linking Data In Excel
- Linking Within A Workbook
- Linking Between Workbooks
- Updating Links Between Workbooks

### Sharing Workbooks

- Using A Non-Shared Workbook
- Sharing A Workbook
- Working With A Shared Workbook
- Checking And Removing Sharing
- Tracking Changes
- Accepting Or Rejecting Changes
- Turn Off Change Tracking

- Adding Worksheet Comments
- Editing Worksheet Comments
- Deleting Worksheet Comments

### Consolidation

- Consolidating Data With Identical Layouts
- Consolidating Data With Different Layouts
- Consolidating Data Using A PivotTable
- Consolidating Data Using 3D SUM Functions

### Lookup Functions

- Requirements Of Lookup Functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP For Exact Matches
- The INDEX Function
- Using The HLOOKUP Function

### Nesting Functions Workshop

- Scoping A Formula
- Developing A Nested Function
- Creating A Nested Function
- Editing A Formula With Nested Functions
- Copying A Formula With Nested Functions
- Concatenation

### Logical Functions

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values Using IF
- Nesting An IF Function
- Using The AND Function
- Using The OR Function
- Using The NOT Function

### Maths Functions

- Maths & Trig Functions Listing
- Calculating Square Root
- Calculating Absolute Value
- Rounding Values
- Rounding Up Values
- Using The FLOOR Function
- Truncating Values
- Using The SUMIF Function

### Date & Time Functions

- Date & Time Functions Listing
- Using The NOW Function
- The HOUR & MINUTE Functions
- Using The TODAY Function
- Calculating A Future Date
- Creating A Four Digit Year Format
- Using The DATE Function
- The Calendaring Functions
- The WEEKDAY Function

## Text Functions

Using The PROPER Function  
 Using The UPPER Function  
 Using The LOWER Function  
 Using The CONCATENATE Function

## Charting

Using The Chart Wizard  
 Choosing The Chart Type  
 Changing The Chart Type  
 Modifying A Chart  
 Printing A Chart  
 Creating A Pie Chart  
 Creating A Bar Chart  
 Moving A Chart  
 Deleting A Chart  
 Creating A Column Chart  
 Creating A Line Chart  
 Moving A Chart To Another Workbook  
 Copying A Chart Within A Worksheet  
 Copying A Chart To Another Workbook  
 Resizing A Chart

## Charting Techniques

Adding Data Labels  
 Changing The Legend  
 Changing Chart Titles  
 Showing Data Tables  
 Changing Fills And Patterns  
 Chart Gridlines  
 Adding A Title To A Chart  
 Adding A Label To A Chart  
 Removing A Title From A Chart  
 Removing A Label From A Chart  
 Changing Background Colour In A Chart  
 Changing Line And Column Colours  
 Changing Pie Slice Colours  
 Changing Bar Colours

## Advanced Chart Formatting

Modifying Chart Axes Line Width  
 Format Chart Axes  
 Repositioning Chart Elements  
 Exploding Pie Chart Segments  
 Widening The Gap Between Bars & Columns  
 Changing The Overlap Between Columns  
 Inserting An Image In A Chart  
 Using An Image As Fill In A Chart

## User-Defined Chart Types

Creating a New Chart  
 Enhancing a New Chart  
 Naming a User-Defined Chart Type  
 Using a User-Defined Chart Type  
 Re-Using a User-Defined Chart Type

## Sorting

Performing A Simple Sort  
 Sorting On More Than One Column  
 Sorting Numbers  
 Sorting By Rows  
 Sorting In Ascending Alphabetic Order  
 Sorting In Descending Alphabetic Order  
 Sorting In Ascending Numeric Order  
 Sorting In Descending Numeric Order  
 Creating A Custom Sort List  
 Performing A Custom Sort

## AutoFilter

Applying & Using AutoFilter  
 Creating Compound Filters  
 Creating Custom Filters  
 Multiple Value Criteria  
 Using Wildcards In Custom Criteria

## Working With Lists

Creating A List  
 The Anatomy Of A List  
 Adding Data To A List  
 Filtering Data In A List  
 Summarizing Data In A List  
 Resizing A List  
 Printing A List

## Templates

Creating A Template  
 Using A Template  
 Inserting A Worksheet From A Template  
 Locating The Excel Templates  
 Modifying A Template  
 Creating An AutoStart Template

## Formatting Numbers

Formatting To A Specific Number Of Decimals  
 Indicating Thousands  
 Formatting Using Various Date Styles  
 Formatting Using Various Currency Symbols  
 Formatting Numbers As Percentages

## Formatting For Effect

Applying Bolding  
 Applying Italics  
 Applying Underlining  
 Applying Double Underlining  
 Changing Cell Contents Colours  
 Changing Cell Background Colours  
 Copying Formats From One Cell To Another

Copying Formats From One Range To Another  
 Aligning Cells And Ranges Left  
 Aligning Cells And Ranges Right  
 Aligning Cells And Ranges Centre  
 Aligning Cells And Ranges Top  
 Aligning Cells And Ranges Bottom  
 Centring A Title Over A Range  
 Changing Cell Content Orientation  
 Adding Borders To Cells And Ranges  
 Applying Automatic Formatting

## Conditional Formatting

Conditional Formatting Options  
 Conditional Values & Fonts  
 Conditional Ranges & Borders  
 Conditional Formulas & Patterns  
 Applying Multiple Conditions

## Validations

Validation Techniques  
 Data Validation By Number Range  
 Testing Data Validation  
 Input Messages  
 Creating Error Alerts  
 Creating Drop-Down Lists  
 Using Formulas As Validation Criteria  
 Creating Custom Validation Criteria  
 Number Formats With Built-in Logic  
 Conditional Formatting  
 Copying Data Validation Settings

## Protecting Data

Unlocking Cells  
 Protecting A Worksheet  
 Working With A Protected Worksheet  
 Disabling Worksheet Protection  
 Password Protecting A Worksheet  
 Password Protecting A Workbook  
 Opening A Password Protected Workbook  
 Removing A Password From A Workbook

## Toolbars

Displaying Inbuilt Toolbars  
 Hiding Inbuilt Toolbars

## Excel Preferences And Settings

Understanding Excel Preferences  
 Changing The User Name  
 Changing The Default File Location  
 Changing Save Settings