



## *Course Syllabus*

### **Microsoft Excel 2003 Level 2**

*One Day • Instructor-led*

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.

#### **Audience**

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**

Before attending this course, students must have:

- Taken the Windows XP Level 1 course or have the basic skills and knowledge of Windows applications
- Taken the Excel 2003 Level 1 course or have equivalent knowledge and skills

(While it isn't required, it is recommended that the student is familiar with Microsoft Word and have experience with Web browsing.)

#### **Microsoft Office Specialist Exams**

This course is one of a series of Microsoft Office courses that address the Microsoft Office Specialist (MOC) skill sets. The Office Specialist program is for individuals who use Microsoft Office software and who seek recognition for their expertise in just one or all of the Microsoft Office Suite. Certification testers must pass one or more proficiency exams in order to earn Office Specialist certification. Contact Panurgy for more information.

#### **Objectives:**

- 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.

**Vermont Panurgy Corporation**

21 Gregory Drive, Ste 3, South Burlington, VT 05403  
(802) 658-7788 fax (802) 859-9407 [www.panurgyvt.com](http://www.panurgyvt.com)

## Course Outline

### Lesson 1: Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Use Web-based Research Tools

### Lesson 2: Creating and Modifying Charts

- Create a Chart
- Format Chart Items
- Change the Chart Type
- Create a Diagram

### Lesson 3: Working with Graphic Objects

- Insert Graphics
- Create AutoShapes
- Format Graphic Objects
- Change the Order of Graphic Objects
- Group Graphic Objects
- Move, Copy, and Resize Graphic Objects

### Lesson 4: Calculating with Advanced Formulas

- Create and Apply a Name for a Range of Cells
- Calculate Across Worksheets
- Calculate with Date and Time Functions
- Calculate with Financial Functions
- Calculate with Statistical Functions
- Calculate with Lookup and Reference Functions
- Calculate with Logical Functions

### Lesson 5: Sorting and Filtering Data

- Sort Data Lists
- Filter Data Lists
- Create and Apply Advanced Filters
- Calculate with Database Functions
- Add Subtotals to a Worksheet

### Lesson 6: Using Excel with the Web

- Export Excel Data
- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query