

Excel 2003 Intermediate

Course Duration: One Day (9.00 am - 4.00 pm)

Aim

This course builds on your current skills in using spreadsheets. You will learn how to use styles, custom formats and conditional formatting, perform more advanced calculations and work with multiple worksheets and workbooks. Excel's charting options are covered in depth learning how to create and edit charts; modify chart options and format chart objects.

Prerequisites

Excel 2003 Introduction or equivalent knowledge.

Outline

Styles and Formats

Working with Styles
Creating Custom Number Formats
Conditional Formatting

Performing Calculations

Formulas

- Entering Formulas
- Formula Updating
- Revising Formulas
- Relative, Absolute & Mixed Formulas

Functions

- IF Functions
- Lookup Functions
- Round Function
- Date Function

Working with Multiple Worksheets and Workbooks

Working across Worksheets & Workbooks

- Moving or Copying Sheets to other Workbooks
- Filling Across Worksheets
- Using a Customised Workspace

Consolidating Data

- Using 3D Formulas
- Consolidating by Position
- Consolidating by Category

Linking Information between Workbooks

Hyperlinks

Working with Charts

Creating Charts

- Creating a Default Chart
- Moving & Resizing a Chart
- Charting Non-Adjacent Ranges
- Creating a Pie Chart

Previewing & Printing Charts

Modifying Chart Options

Changing Chart Type
Sourcing Data
Changing Chart Options

- Modifying Titles & Labels
- Changing Axes Options
- Changing Gridline Options
- Changing Legend Options
- Changing Data Label Options
- Working with Data Tables

Location
Trendlines

Formatting Charts

Activating Chart Objects
Changing Font and Number Formatting
Changing, Colours, Borders & Patterns
Formatting Axes and Gridlines
Formatting Data Series & Chart Area Options
Creating a Custom Chart Type

