



## **Microsoft Excel 2003: Intermediate**

**Overview:** Students will learn to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web.

**Prerequisites:** Microsoft Excel 2003 Introduction or equivalent knowledge.

**Course Length:** One Day

### **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
- 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 and 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