



## **Excel 2003: Charting and Organizing Data (Model 2001)**

**Overview:** This course is designed to teach students the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2003.

**Prerequisites:** Excel 2003 Worksheets or equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Sorting Data**

Single-Level Sorting  
Multiple-Level Sorting  
Sorting Options  
Design Considerations

#### **Lesson 2: Filtering Data**

Filter a List  
Custom Criteria  
Multiple-Condition Criteria  
Manage a Filtered List

#### **Lesson 3: Creating Charts**

Create a Chart Sheet  
Create an Embedded Chart  
Compare Chart Sheets with Embedded Charts

#### **Lesson 4: Modifying Charts**

Chart Types  
Modify Embedded Charts  
Add and Delete Chart Items  
Move and Size Chart Items

#### **Lesson 5: Formatting A Chart**

Format Chart Text  
Format Labels  
Format the Chart  
Print a Chart Sheet

#### **Lesson 6: Using Graphic Objects**

Add Graphic Objects  
Format Graphic Objects  
Use Graphic Objects to Enhance Worksheets and Charts  
Create a Diagram

