



Excel 2004: Intermediate (MAC)

Overview: Students will learn how to streamline and enhance spreadsheets with templates, charts, graphics, and formulas.

Prerequisites: Experience creating, editing, formatting Excel spreadsheets

Course Length: One day

Course Content

Lesson 1: Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink

Lesson 2: Creating and Modifying Charts

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

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
- Organization Chart

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 & 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 Microsoft Excel with the Web

- Export Microsoft Excel Data
- Import Data from the Web