



Excel 2003 Int Pt. 2

Course Outline



Course Synopsis:	Quick Reporting Tools and Charting – Goal Seek and Solver; Scenario Manager and Views; Auditing Tools; Creating Charts; Changing Chart Types; Formatting Charts; Drawing Tools and Objects
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Excel 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	The user will spend time learning how to save time with reports, Solver, and creating advanced charts.
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	Excel Beginning, and Intermediate Part 1
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

More Functions and Formulas

- Formulas with Several Operators and Cell Ranges
- Using the Insert Function Feature
- Creating and Using Range Names
- Selecting Nonadjacent Ranges and Using AutoCalculate
- Using the IF Function to Create Conditional Formulas
- Using the PMT Function
- Displaying and Printing Formulas
- Fixing Formula Errors
- Functions: Mathematical, Financial, Date, Time, Statistical, and Database

Working with Lists

- Creating a List
- Working with Lists and Using the Total Row
- Adding Records Using the Data Form and Insert Row
- Finding and Deleting Records
- Sorting a List
- Filtering a List with the AutoFilter
- Creating a Custom AutoFilter
- Filtering a List with an Advanced Filter
- Copying Filtered Records
- Using Data Validation

Working with Other Programs

- Inserting an Excel Worksheet into a Word Document
- Modifying an Inserted Excel Worksheet
- Inserting a Linked Excel Chart in a Word Document
- Inserting a Graphic into a Worksheet
- Opening and Saving Files in Different Formats

Creating and Working with Charts

- Creating a Chart
- Moving and Resizing a Chart
- Formatting and Editing Objects in a Chart
- Changing a Chart's Source Data
- Changing a Chart Type and Working with Pie Charts
- Adding Titles, Gridlines, and a Data Table
- Formatting a Data Series and Chart Axis
- Annotating a Chart
- Working with 3D Charts
- Selecting and Saving a Custom Chart
- Using Fill Effects