

# Exact Business Solutions Pty Ltd

## Course Outlines



### Intermediate Microsoft Excel 2003

A One-Day Guide

Ref No.DD188

**Course Aims** This manual aims to provide a sound understanding of the concepts of spreadsheets. It is designed to teach spreadsheet skills required in an office environment including Formulas, Charts, Lists and Formatting.

**Objectives** At the end of the course, participants will have learned to:

- Revision exercises
- Using common Functions
- Formatting Text and Data
- Using simple What-If analysis
- Creating a List
- Using a List as a Database
- Sorting and Filtering a List
- Using Custom filters
- Creating Embedded Charts with the Chart Wizard
- Creating Separate Chart Sheets
- Formatting Charts
- Publishing Excel data to the web

**Number of Pages** 99

**Audience** The course is aimed at those participants who require intermediate spreadsheet skills. It is also for those needing Formatting and Chart skills.

**Prerequisites** Basic Keyboarding skills.

**Course Length** In a training environment this manual is suitable for 1 Day.

**Course Structure** The course contains instructor lead exercises as well as examples completed at the students' own pace.

# Intermediate Microsoft Excel 2003 in Detail

## Introduction

Course Objectives

## Revision Exercise 1 - A

### Budget

Remaining Calculations

Formula Summary

## Revision Exercise 2

### Columns and Rows

Inserting a Column

Updating the Chart

Deleting a Column

Deleting a Row

Inserting a Row

Updating the Chart

Moving Columns

### Functions

Function Revision

The Max Function

The MIN Function

Conditional Formatting

Setting the Format

### Further Calculations

Collect and Paste

The Office Clipboard

Pasting all Items

### AutoFilling Dates

Completing the

Occupancy Sheet

### Complex Calculations

Building Formula across  
Sheets

Cell Addressing

Creating the Formula  
across Sheets

Filling the Formula

Absolute Addressing

### Function Revision

The Average Function

The Max Function

The MIN Function

### Creating a Summary

#### Report

Inserting a Fourth Sheet

Creating the First Link

Changing Source Data

Recording Changes

### Wrapping Text

### The IF Function

#### AutoFill

Filling Dates

Filling Week Endings

Filling Text

Custom Lists

Using the Custom List

Filling Numbers

### An Invoice Exercise

Planning the Worksheet

Creating the Invoice Data

Completing the Total

Column

The MONTH Function

### Lists

List Overview

Extended Formatting and  
Formulas

Adding New Data to a List

AutoComplete

Sorting Data in a List

Sorting on Two Fields

### Data Forms

Adding Records

Deleting a Record

### Filtering Records

AutoFilter

Previewing/Printing

Filtered Records

Totalling a Filtered List

Filtering Exercise

Using Blanks and

NonBlanks

Filtering on Two Fields

Exercise - Filtering on two  
Fields

### Custom Filters

Specifying a Custom Filter

Removing the AutoFilter

### Charting

The Chart Wizard

The Chart Toolbar

Changing the Chart Type

The Legend

Gridlines

Removing an Axis

### Formatting the Chart

Formatting Chart Columns

Data Labels

Deleting a Data Table

Previewing the Chart and  
Data

### Separate Chart Sheets

Coloured Sheet Tabs

Chart Titles

Formatting Chart Titles

Printing Separate Chart  
Sheets

### Publishing to the Web

Previewing the Web page

Publishing a Workbook

Adding a Page Title

Publishing Worksheet

Items

Interacting with the Chart