

Microsoft Excel 2003 Intermediate – Duration 1 day

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be experienced with the topics covered in the Excel Introduction Course.

Aim: By the end of this course you will be able to use Intermediate functions of Excel to create a multi-faced spreadsheet with the aid of notes.

Objectives: The following objectives will be covered in the course:

- Charts
- Graphic Objects
- Sorting Data
- Filtering Data

Course Outline:

- Creating Charts**
 - Creating a Chart Sheet
 - Creating an Embedded Chart
 - Comparing Chart Sheets with Embedded Charts
- Modifying Charts**
 - Chart Types
 - Modifying Embedded Charts
 - Adding and Deleting Chart Items
 - Moving and Sizing Chart Items
- Formatting a Chart**
 - Formatting Chart Text
 - Formatting Labels
 - Formatting the Chart
 - Printing a Chart Sheet
- Using Graphic Objects**
 - Adding Graphic Objects
 - Formatting Graphic Objects
 - Using Graphic Objects to Enhance Worksheets and Charts
- Sorting Data**
 - Single-Level Sorting
 - Multiple-Level Sorting
 - Sorting Options
 - Importing Data
 - Design Considerations
- Filtering Data**
 - Filtering a List
 - Custom Criteria
 - Multiple-Condition Criteria
 - Managing a Filtering List