HAWTHORN ◆ Training
Accelerate your workforce

Course Outline

Course Objective: Upon successful completion of this course, students will be able to: create and apply templates; create and modify charts; work with graphic objects; calculate with advanced formulas; sort and filter data; and use Excel with the Web.

Target Student: The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the Web. In addition, this course helps prepare students for the Microsoft Office Specialist exam in Excel 2003.

Prerequisites: Basic understanding of a Windows environment and Microsoft Office Outlook 2003 Level 1 including how to create, edit, format, and print basic worksheets.

Course Content

1. Creating and Applying Templates

- Create a Workbook from a Template
- Create a Custom Template
- Working with Comments
- Create a Hyperlink
- Use Web-based Research Tools

2. Creating and Modifying Charts

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

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

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 and Reference Functions
- Calculate with Logical Functions

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

6. Using Excel with the Web

- Export Excel Data
- Publish a Worksheet to the Web
- Import Data from the Web
- Create a Web Query