



INVEST IN YOURSELF NOW! COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL

MICROSOFT EXCEL 2003: Introduction, Intermediate, or Advanced

EXCEL 2003 LEVEL 1: INTRODUCTION

Course No. CO335B **Date: Wed. May 26**
Course No. MCO335 **Date: Fri. June 25**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Getting Started

Discussing Spreadsheet terminology; Exploring the Excel Window; Showing and Hiding the Office Assistant; Using Help; Opening and Navigating Workbooks; Closing Workbooks

Lesson 2: Entering and Editing Data

Creating Workbooks; Entering and Editing Labels and Values; Entering and Editing Formulas; Using Undo and Redo; Using Find and Replace; Saving and Updating Workbooks

Lesson 3: Modifying a Worksheet

Moving and Copying Data; Moving and Copying Data Using Drag and Drop; Moving and Copying Formulas; Using Absolute References; Inserting and Deleting Ranges; Inserting Columns and Rows

Lesson 4: Using Functions

Entering a SUM function; Using AutoSum to Enter Several Functions at Once; Using AVERAGE, MIN, and MAX functions

Lesson 5: Formatting Worksheets

Formatting Text; Selecting Non-Contiguous Ranges; Using the Format Cells Dialog Box; Changing Row Heights and Column Widths; Setting Alignment; Applying Borders; Using the Formatting Toolbar to Apply Number Formats; Creating a Conditional Format; Clearing and Copying Formats; Using Format Painter and AutoFormats; Using Find and Replace to Change Cell Formats

Lesson 6: Printing

Preparing to Print; Using the Spell Checker; Using Print Preview; Controlling Page Setup Options; Change Page Orientation; Controlling Margins; Creating Headers and Footers; Displaying Gridlines and Observing Sheet Options; Setting and clearing a Print Area; Printing worksheets

EXCEL 2003 LEVEL 2: ADVANCED FORMATTING & FORMULAS

Course No. CO337
Date: Thurs. May 27
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Working with Large Worksheets

Zooming in and out on a large worksheet; using the Freeze Panes command; Hiding and displaying data; Creating an outline; Using Page Break view and page breaks.

Lesson 2: Using Multiple Worksheets/Workbooks

Navigating multiple worksheets; Naming worksheets and coloring tabs; Previewing and printing multiple worksheets; Linking worksheets by using 3-D formulas; Adding watches; Using the consolidate command; Switching between workbooks; Creating a workspace; External Links

Lesson 3: Applying Advanced Formatting

Adding borders and shading to a cell or range; Using special number formats; Controlling the display of zero values; Creating custom formats; Using date and time formats; Using the NOW and DATE functions; Performing calculations on dates; Observing built-in styles; Creating and applying styles; Modifying styles; Merging cells; changing a cell's orientation; Splitting cells.

Lesson 4: Working with Advanced Formulas

Using names; Defining names for cells or ranges; Using the Create Names command; Using the Apply Names command; Using decision-making functions; Using the IF, SUMIF, Nested IF, ROUND and PMT functions.

Lesson 5: Lookups and data tables

Working with lookup functions; Using the VLOOKUP for an exact match; Using the VLOOKUP for an approximate match; Using MATCH and INDEX functions; Creating one-variable and two variable data tables.

Lesson 6: Advanced Editing and Formatting

The Paste Special Command, The Go To Special dialog box; Advanced formatting features

Lesson 7: Documenting and Auditing

Viewing comments in a worksheet; Adding and Managing comments; Creating a text box; Tracing errors; Tracing precedent and dependent cells; Password Protecting, more.

MICROSOFT EXCEL 2003: Introduction, Intermediate, or Advanced – cont.

EXCEL 2003 LEVEL 2: CHARTING & IMPORTING/EXPORTING

Course No. CO337 **Date: Fri. April 16**
Course No. CO337B **Date: Mon. May 24**
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: Creating Charts Using the Chart Wizard to Create a Chart; Examining Chart Elements; Creating Embedded Charts; Changing Chart Types; Formatting Chart Objects; Modifying Embedded Charts; Printing Charts

Lesson 2: Using Advanced Charting Adjusting the scale of a chart; Formatting data points; Creating a combination chart; Creating a trend line; Adding and Formatting graphic elements; Adding a picture.

Lesson 3: Advanced Graphics Creating a custom chart; Creating a cone chart; Creating a B&W Column chart; Creating a Line - Column chart; Inserting pictures as chart backgrounds; Creating a user-defined chart type.

Lesson 4: Exporting and Importing Data Exporting and importing text files; Use the Save As command to export; Exporting Excel data to a text file; Import data from a text file; Exporting and importing XML data; The XML Source task pane; Import XML data into a workbook; Exporting data from a workbook to an XML data file; Delete XML maps; Querying external databases; Using Microsoft Query to get data from an external database.

Lesson 5: Customizing Excel Using the Options dialog box: Change View Options; Change General Options; Change Calculation options. Show and Hide Toolbars; Moving and Docking Toolbars; Customizing and Restoring Toolbars and Menus.

Lesson 6: Advanced Customization Custom Lists; Creating and using a custom list; Modifying custom lists; Changing default settings; Limiting iterations; Default font and file location; Automating Excel; Opening files automatically at startup; Using the AutoRecover feature; AutoCorrect; Applying smart tag to cells.

Lesson 7: Web Features Saving workbooks as Web pages; Publishing a Web page; Hyperlinks; Inserting a hyperlink in a worksheet; Sending/sharing workbooks via e-mail.

EXCEL 2003 LEVEL 3: LISTS & PIVOT TABLES

Course No. CO338B
Date: Thurs. May 20
Time: 9 am – 4 pm
Location: Springhouse Computers/Exton
Fee: \$195

Course Outline

Lesson 1: List Management Examining lists; Structure of a list; Sorting and filtering lists; Sorting a list; Sorting list based on two or more columns; Sorting list by using the Sort command; Filtering Lists; Filtering a list by using AutoFilter; Custom AutoFilter; Creating a criteria range; Advanced filtering; Using the Advanced Filtering dialog box; Copying filtered results to another location

Lesson 2: Advanced List Management Creating subtotals; Creating subtotals in a list; Multiple subtotal functions; Validating cell entries; Validating data; Setting validation rules: Setting up data validation; Exploring database functions; Structure of database functions; The DSUM function; Working with data forms; Data Forms; Entering data using a form

Lesson 3: Working with PivotTables/Charts Working with PivotTables; Examine Pivot Tables; Creating a PivotTable; Add Fields; Rearranging PivotTables; Move Fields; Hide and Show details; Refresh data; Formatting PivotTables; Changing field settings; The AutoFormat dialog box; Working with PivotCharts; Create PivotCharts; Publish a Pivot Table on a Web Page

Lesson 4: Using Analytical Options Working with Goal Seek and Solver; Working with the Analysis ToolPak; Working with scenarios and views.

Lesson 5: Analyzing and Sharing Information Working with add-ins; Solver models and reports; Statistical analysis tools; Embedding and linking

Lesson 6: Working with Macros Running and recording a macro; Run a macro; Recording macros; Assign macros to buttons