

## Microsoft Office Excel 2003 (Intermediate)

### IN BRIEF

**Delivery:** Instructor Led

**Duration:** 1 day

**Class size:** 10 Students Max.

**Inclusions:** Microsoft Excel 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

**Audience:** This course is intended for participants who need to know how to use Microsoft Excel 2003 including formulas, macros and lists and filters.

**Prerequisites:** This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and print and chart data.

**Products Covered:**  
Microsoft Office Excel 2003

**Further Training:**  
Microsoft Office Excel 2003 (Advanced)

### Course Description

This one day, instructor-led course teaches you to use features of Microsoft Excel 2003 such as formulas, list and filters, macros and Excel databases. Using hands-on examples you will learn how to perform analysis using functions, and use the listing and filtering features to manage and analyse data.

### Objectives

At the completion of this course, participants will be able to:

- Use a range of techniques to work with worksheets
- Use a variety of viewing techniques to view worksheets
- Format cells in a workbook
- Use the fill technique to enter data into cells
- Use names and ranges
- Use a range of logical functions and the various Lookup functions
- Sort data in a workbook
- Sort data into lists in a workbook
- Use Excel with Word and Outlook

### Using Formulas in Excel

Relative and absolute cell references  
Basic mathematical operators  
Using formulas with multiple cell references  
The formula auditing bar  
Fixing formula errors  
Displaying and printing formulas

### Exploring Excel Functions

What are functions?  
Finding the right function

### Using Functions in Excel

Using functions and autofill to perform  
Difficult calculations  
Using the if function

### Working with Names and Ranges

Defining and using range names  
Selecting nonadjacent ranges  
What is auto calculate?

### Working with Array Formulas

Using basic array formulas  
Using the if function in array formulas

### Working with Lists

Creating lists  
Modifying lists  
What is the total row?

### Working with Records and Fields

Adding fields by inserting columns/rows  
Adding records with a data form  
finding and deleting records

### Working with Lists and Filters

What is an autofilter?  
Custom autofilters  
Using an advanced filter  
**Using Excel as a Database**  
Filtering with wild card characters  
Validating your data  
What are database functions?  
What are lookup functions?

### Creating Macros in Excel

What is a macro?  
Creating a macro  
Playing a macro  
Assigning a shortcut key to macro  
Macros, buttons, and toolbars

### Excel Form Controls

What is a form control?  
The form toolbar  
Adding a control to a worksheet  
Assigning a macro to a control  
Using form controls

### Using Excel in Word

Inserting Excel data in Word  
Modifying Excel data after insertion  
Linking Excel data in Word  
Linking an Excel chart in Word

### Using Excel with Other Programs and Files

Using Outlook to send Excel data  
Opening an Excel file in a different format  
Importing data from a text file  
Importing data from a database