

Excel 2003-Advanced

What this course has to offer

In this course you will learn to professionally utilize advanced techniques in Excel 2003. You will learn how to manage large workbooks and how to reference values in other worksheets for calculations. After you have been introduced to the layout and print functions for spreadsheets, you will learn how to visualize the contents of your spreadsheet by means of professional charts. You will also be introduced to a number of valuable layout functions especially helpful with large spreadsheets.

What are the course requirements?

Sound knowledge of Excel basics, as offered in the course Excel 2003 Basics

Number of lessons: 111

Processing time approx. 6.5 h

The Learning Contents Overview:

Chapter 1: Using workbooks effectively

Handling Workbooks
 Selecting Several Worksheets (Grouping Sheets)
 Inserting and Removing Worksheets
 Moving and Copying Worksheets
 Determining the Display of Worksheets
 Referencing Cells of other Worksheets
 Cell References to Other Workbooks
 Modifying Links
 Protecting Confidential Information
 Protecting Worksheets, Cells and Objects

Chapter 2: Managing workbooks

The SAVE AS and OPEN Dialog Boxes
 Quickly Accessing Certain Folders
 Determining Save Options for Workbooks
 Determining File Properties
 Searching for Workbooks
 Using the Recovery Function
 Importing and Exporting Data
 Publishing Excel Workbooks on the Intranet

Chapter 3: Printing in Excel

Using the Print Preview
 Setting up Worksheets for Print
 Determining Further Print Settings
 Defining Page Breaks
 Inserting Headers and Footers
 Defining Column and Row Titles
 Printing Options

Chapter 4: Using styles and templates

Creating and Assigning Styles
 Modifying Styles
 The STYLE Dialog Box
 Creating Custom Templates
 Using a Template to Create a Workbook

Chapter 5: Working with charts

Creating Charts
 Basic Techniques for Modifying Charts

Modifying the Chart Structure and Display
 Modifying Chart Elements
 Printing Charts
 Available Chart Types

Chapter 6: Handling objects and pictures

Inserting Pictures
 Modifying Pictures
 Object Basics
 Creating Simple Objects
 Creating Special Objects
 Modifying Objects
 Formatting Objects

Chapter 7: Working with large spreadsheets

Tips for Creating Spreadsheets
 Addressing Specific Cells Quickly
 Zooming Spreadsheets
 Splitting a Workbook Window into Panes
 Freezing Rows or Columns
 Sorting Spreadsheets
 Using the AutoCorrect Function
 Using the Spelling Check
 Searching and Replacing Specific Cell Contents
 Recalculating Automatically or Manually

Chapter 8: Special formatting options

Conditional Formatting
 Formatting Cells Dependent on Formula Results
 Creating and Assigning Custom Cell Formats
 Checking Data Validity on Input
 Checking Data Validity
 Allowing Data Input via a List
 Inserting Comments in Spreadsheets
 Using Hyperlinks

Chapter 9: Customizing Excel

Working with Task Panes
 Working with Toolbars
 Modifying Toolbars
 Customizing Toolbars
 Customizing Menus

This course, designed according to didactical standards, provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Excel 2003 Spreadsheet'.