

## Excel 2002: Intermediate Elements (1 day)

A course for those who have used Excel regularly to input and interpret data. Learn about more of the more complicated functions of Excel and how to use them.

Areas covered include –

### Viewing Worksheets (xpxi)

Overview: Customising viewing options such as toolbars, hiding workbooks, worksheets and freezing panes.

*Includes - Customizing the Excel window display, Customizing the Comments View options, Customizing the Objects View options, Customizing the Worksheet View options, Choosing a Toolbar, Displaying Toolbars, Customizing Toolbar Options, Adding Commands to a Toolbar, Hiding a Workbook, Hiding Worksheets, Displaying hidden Workbooks, Displaying hidden Worksheets, Freezing a horizontal pane, Freezing a vertical pane, Freezing horizontal and vertical panes, Unfreezing panes, Grouping Worksheets, To select all Worksheets, To select several Worksheets, Ungrouping Worksheets*

### More Formatting Techniques (xpxi)

Overview: Using styles, conditional formatting and the format painter, hiding rows and columns.

*Includes - Creating a new style, Applying a style, Changing the formatting of a style, Removing a style from cells, Deleting a style, Using conditional formatting, Changing conditional formatting, Deleting conditional formatting, Finding cells with conditional formatting, Copying and applying cell formatting with the Format Painter, Copying and applying column width or row height with the Format Painter, Copying and applying cell formatting with the Format Painter, Copying and applying the Format Painter in multiple locations, Changing the colour of the Gridlines, Turning off the onscreen Gridlines, Printing Gridlines, Hiding Columns, Hiding Rows, Using the mouse to hide Columns, Using the mouse to hide Rows, Displaying hidden Columns, Displaying hidden Rows, Using the mouse to display hidden Columns, Using the mouse to display hidden Rows.*

### More Formulas and Functions (xpxi)

Overview: Using the series command, function wizard and function categories, correcting and auditing formulas

*Includes - Using the Series Command, Applying a list series, Applying a numeric series, Applying a basic numeric series, Creating a custom list series, Displaying the Insert Function wizard, Choosing a function from the Insert Function wizard, Entering Function Arguments in the Insert Function wizard, Using the Most Recently Used function category, Using the Financial function category, Using the Date & Time function category, Using the Math & Trig function category, Using the Statistical function category, Using the Lookup & Reference function category, Using the Database function category, Using the Text function category, Using the Logical function category, Using the Information function category, Finding and correcting errors in Formulas, Finding error values, Correcting error values, Using the Formula error checker, Rechecking ignored errors, Customizing the Formula error checker, Displaying the Formula Auditing toolbar, Using the Formula Auditing toolbar, Tracing Precedents, Removing Precedent Arrows, Tracing Dependents, Removing Dependent Arrows, Adding a new comment, Evaluating Formulas one step at a time, Using the Watch Window, Adding a Watch to a cell, Adding a Watch to all the cells with Formulas, Displaying a cell in the Watch Window, Deleting a Watch, Hiding the Watch Window*

## Database and List Management (xpxi)

Overview: Sorting data, working with databases, auto filters, and data forms.

*Includes - Using the Excel database features, Using database terminology, Creating an Excel database, Working with an Excel database, Sorting data within a database, Adding other sorting criteria, Filtering data, Filtering data with AutoFilter, Specifying a conditional filter with AutoFilter, Using the Top 10 AutoFilter, Removing all AutoFilters, Using Advanced Filters, Removing all Advanced Filters, Manipulating Filtered Data, Totalling fields within a filtered database list, Creating Subtotals, Remove Subtotals, Using a Data Form, Adding a new record, Moving between records, Finding records, Editing a record, Deleting a record, Closing a Data Form*

## Charts (xpxi)

Overview: working with charts, using the chart wizard and formatting charts.

*Includes - Using the Chart Wizard, Selecting the Chart Type, Specifying the Data Source, Customizing the Chart, Defining the Chart Location, Displaying the Chart toolbar, Using the Chart toolbar, Selecting a Chart, Selecting Chart objects, Changing the Chart Type, Adding data to a Chart, Removing data from a Chart, Moving a Chart, Resizing a Chart, Deleting a Chart, Formatting the Chart Area, Formatting the Chart Title, Formatting the Plot Area, Formatting the Axis, Formatting the Axis Title, Formatting the Legend, Formatting the Gridlines, Formatting the Data Series*

## Drawing and Picture Objects (xpxi)

Overview: Working with auto shapes and the drawing toolbar, adding objects and text boxes.

*Including - Displaying the Drawing toolbar, Using the Drawing toolbar, Inserting an AutoShape object, Drawing common objects, Formatting AutoShape objects, Selecting an object, Changing the look of AutoShape lines, Changing the look of AutoShape arrows, Adding a shadow, Applying the 3-D option, Moving an object, Copying objects, Resizing an object, Creating a text box, Editing text in a text box, Resizing a text box, Deleting a text box, Inserting Clip Art, Inserting a picture, Using the Picture toolbar, Moving a clip art or picture, Copying a clip art or picture, Resizing an object, Changing the layer order of objects, Grouping objects, Ungrouping objects*

## Excel 2002 and Other Applications (xpxi)

Overview: Converting and copying files and data from other applications, embedding and linking objects, managing hyperlinks.

*Includes - Converting spreadsheets from other applications, Using the Office Clipboard, Using Paste Special, Using Paste Special with content from Excel, Using Paste Special with content from other application, Changing data to graphic objects, Embedding data, Embedding an existing document, Linking data, Creating a link to an existing file, Linking data from Microsoft Word, Using Hyperlinks, Creating a Hyperlink, Updating Links, Editing Links, Checking the status of a Link, Breaking Links*