

Microsoft Excel 2002 – Level 2

Course Objectives

This courseware is a continuation of the *Microsoft Excel 2002 – Level 1* courseware, in which you were introduced to the basics of worksheets. You will begin with a review of these basic operations and then move to more advanced topics. Upon successful completion of this courseware, you will be able to:

- apply built-in and custom formats
- change cell size and alignment
- use the Fill command and the AutoFill handle
- use the Format Painter and conditional formatting
- hide and unhide rows and columns
- use styles
- change Excel options
- create and name ranges of cells
- use various commonly used Excel functions
- create and use databases in Excel
- sort a list of data
- create and use worksheet outlining
- summarize information in the database
- integrate Excel worksheets with the Internet
- send worksheets through the Internet
- use drawing tools
- customize your chart

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Courseware Outline

Formatting Cells

Looking at Custom Cell Formats

- Using Custom Number Formats
- Using Custom Currency Formats
- Using Custom Date and Time Formats
- Custom Scientific Formats
- Using Custom Text Formats

Changing the Row Height
Aligning the Cell Contents

Using Miscellaneous Tools

Filling Data
Using AutoFill
Using the Format Painter
Using Conditional Formatting
Hiding/Unhiding Rows & Columns
Clearing Cell Contents and Formats
Changing Excel Options
Using Styles
Jumping to a Cell
Custom Views

Working with Functions

Defining Names for Ranges
What are Functions?

- Using the Correct Syntax for Functions
- Inserting Functions

Using Math and Trigonometric Functions
Using Statistical Functions

- Using Subtotal Function

Working with Financial Functions

Using Logical Functions
Using Date and Time Functions
Using Text Functions
Using Lookup and Reference
Using Information Functions

Working with Databases

Understanding Database Concepts and Terminology

- Using Database Terminology

Creating a Database

- Entering Data into the Worksheet
- Using the Data Form

Sorting Data
Filtering Information

- AutoFilter
- Advanced Filters
- Data Operators
- Using the Data Form as a Filter

Finding and Replacing Data
Outlining Worksheets
Summarizing Data

Using Internet & Drawing Tools

Using Internet Tools

- Sending Workbooks by E-mail
- Using Hyperlinks

Publishing Worksheets to the Internet

- Web Page Preview
- Saving Worksheets as HTML

Using Comments

Drawing Objects

- Drawing Shapes and AutoShapes
- Moving and Resizing Shapes
- Formatting Shapes
- Shadows and 3-D Effects
- Using WordArt
- Using Clip Art

Customizing Charts

Customizing a Chart
Modifying Chart Options

- Formatting the Legend
- Formatting an Axis
- Formatting Text
- Formatting Data Series
- Formatting Plot and Chart Area

Adding New Data
Changing Chart Type
Working with Pie Charts