



## **Roade IT Training**

### **The Roade to Successful IT Training**

*Specialists in Microsoft Office & All Corporate Computer Training*

#### **Course Outline**

### **Microsoft Excel 2003 Intermediate Level**

#### **Overview**

The skills and knowledge gained on this course enable you to work more efficiently with workbooks and worksheets, enhance the appearance, performing analysis, and use the sorting and filtering features to manage and analyse data.

#### **Target Audience**

This course is primarily aimed at current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

#### **Objectives**

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

- work with one or more workbooks at once
- use a range of techniques to work with worksheets
- adjust the sizing of columns and rows in a workbook
- use a variety of viewing techniques to view worksheets
- format cells in a workbook
- understand and use absolute referencing in a workbook
- use the fill technique to enter data into cells
- use names and labels
- use a range of logical functions
- use the various Lookup functions
- sort data in lists in a workbook
- use Autofilter to display data in lists selectively.

#### **Prerequisites**

This course assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

#### **Course Duration**

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

#### **Course Cost**

From £300. Manuals to accompany the course are available at £35 each  
*Prices vary please contact us for a quote to suit your budget.*

#### **Versions Offered:**

Microsoft Office 97, 2000, XP & 2003

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info@roadetraining.co.uk

www.roadetraining.co.uk

07709 336 819

23 Abbots Way, Roade, Northamptonshire, NN7 2LY



### **Course Contents**

- 1 Working With Workbooks**
  - a) The Open Dialog Box
  - b) Opening A Workbook
  - c) Closing A Workbook
  - d) Opening Multiple Workbooks
  - e) Working With Multiple Workbooks
  - f) Opening Recently Used Workbooks
  - g) Compare Workbooks Side By Side
- 2 Working With Worksheets**
  - a) Copying A Worksheet
  - b) Renaming Worksheets
  - c) Moving Worksheets
  - d) Inserting And Deleting Worksheets
  - e) Grouping Worksheets
  - f) Colour Coded Worksheet Tabs
- 3 Adjusting A Worksheet**
  - a) Inserting Cells
  - b) Deleting Cells
  - c) Inserting Columns
  - d) Inserting Rows
  - e) Deleting Rows And Columns
  - f) Resizing Columns
  - g) Resizing Rows
  - h) Hiding Grid Lines
- 4 Viewing Worksheets**
  - a) Freezing Columns And Rows
  - b) Splitting Windows
  - c) Using Zoom
  - d) Hiding Rows And Columns
- 5 Formatting Cells**
  - a) Using The Font Tools
  - b) Using The Alignment Tools
  - c) Using The Number Tools
  - d) The Format Cells Dialog Box
  - e) Formatting Fonts Using The Menu
  - f) Superscript, Subscript And Strikethrough
  - g) Changing Horizontal Alignment
  - h) Centering Across A Selection
  - i) Wrapping Text
  - j) Changing Text Orientation
  - k) Changing Vertical Alignment
  - l) Formatting Dates
  - m) Formatting Numbers
  - n) Formatting Currency
  - o) Creating Custom Formats
  - p) Borders And Shading
  - q) Clearing Cell Formats
- 6 Absolute Referencing**
  - a) Absolute And Relative Referencing
  - b) Problems With Relative Formulas
  - c) Tracing Precedents
  - d) Creating Absolute References
  - e) Creating Mixed References
  - f) Circular References
- 7 Filling Series**
  - a) Filling A Series
  - b) Filling A Growth Series
  - c) Filling A Series Backwards
  - d) Filling Using Options
  - e) Creating A Custom Series
  - f) Modifying And Deleting Custom Series
- 8 Labels And Names**
  - a) Labels And Names Explained
  - b) Accepting Labels In Formulas
  - c) Using Text Labels
  - d) Creating Labels
- 9 Logical Functions**
  - a) Logical Function Concepts
  - b) Displaying Information Using IF
  - c) Displaying Values Using IF
  - d) Nesting An IF Function
  - e) Using The AND Function
  - f) Using The OR Function
  - g) Using The NOT Function
- 10 Lookup Functions**
  - a) Requirements Of Lookup Functions
  - b) The CHOOSE Function
  - c) The ISERROR Function
  - d) The VLOOKUP Function
  - e) Testing Lookup Functions
  - f) Using VLOOKUP For Exact Matches
  - g) The Index Function
- 11 Sorting**
  - a) Performing A Simple Sort
  - b) Sorting On More Than One Column
  - c) Sorting Numbers
  - d) Sorting By Rows
- 12 AutoFilter**
  - a) Applying & Using AutoFilter
  - b) Creating Compound Filters
  - c) Creating Custom Filters
  - d) Multiple Value Criteria
  - e) Using Wildcards In Custom Criteria