



## **Roade IT Training**

**The Roade to Successful IT Training**  
*Specialists in Microsoft Office & All Corporate Computer Training*

### **Course Outline**

## **Microsoft Excel 2003 Customisable Course**

### **Overview**

You choose the skills and knowledge covered on this course to match your requirements. Select which areas you would like to be covered in the training and we will help you to build a course that covers only the areas you need.

### **Target Audience**

This course is primarily designed for companies who can see the potential in building customised course for each team. Through creating a customised course, companies see a higher return on investment and delegates enjoy not having to re-learn the parts of Word that they already feel comfortable with. Because the training covers only the areas required, the delegates are not bombarded with information they will never need to know or use. This reduces the time spent in training and increases knowledge retention.

### **Objectives**

You set the objectives!

### **Prerequisites**

This course assumes no prior knowledge of Microsoft Excel. 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**

Various.

### **Course Cost**

From £350 per day. Customised manuals to accompany the course are priced from £30 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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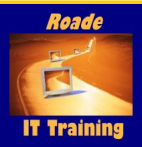
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### **Course Contents**

- 1 Getting Started with Excel**
  - a) An Overview of Excel
  - b) Navigate in Excel
  - c) Select Data
  - d) Enter Data
  - e) Save a Workbook
  - f) Obtain Help
- 2 Modifying a Worksheet**
  - a) Move and Copy Data Between Cells
  - b) Fill Cells with Series of Data
  - c) Edit Cell Data
  - d) Insert and Delete Cells, Columns, and Rows
  - e) Find, Replace, and Go To Cell Data
  - f) Spell Check a Worksheet
- 3 Performing Calculations**
  - a) Create Basic Formulas
  - b) Calculate with Functions
  - c) Copy Formulas and Functions
  - d) Create an Absolute Reference
- 4 Formatting a Worksheet**
  - a) Change Font Size and Type
  - b) Add Borders and Colour to Cells
  - c) Change Column Width and Row Height
  - d) Merge Cells
  - e) Apply Number Formats
  - f) Create a Custom Number Format
  - g) Align Cell Contents
  - h) Find and Replace Formats
  - i) Apply an AutoFormat
  - j) Apply Styles
- 5 Developing a Workbook**
  - a) Format Worksheet Tabs
  - b) Reposition Worksheets in a Workbook
  - c) Insert and Delete Worksheets
  - d) Copy and Paste Worksheets
  - e) Copy a Workbook
- 6 Printing Workbook Contents**
  - a) Set a Print Title
  - b) Create a Header and a Footer
  - c) Set Page Margins
  - d) Change Page Orientation
  - e) Insert and Remove Page Breaks
  - f) Print a Range
- 7 Customizing Layout**
  - a) Split a Worksheet
  - b) Arrange Worksheets
  - c) Freeze and Unfreeze Rows and Columns
  - d) Hide and Unhide Worksheets
- 8 Creating and Applying Templates**
  - a) Create a Workbook from a Template
  - b) Create a Custom Template
  - c) Working with Comments
  - d) Create a Hyperlink
  - e) Use Web-based Research Tools
- 9 Creating and Modifying Charts**
  - a) Create a Chart
  - b) Format Chart Items
  - c) Change the Chart Type
  - d) Create a Diagram
- 10 Working with Graphic Objects**
  - a) Insert Graphics
  - b) Create AutoShapes
  - c) Format Graphic Objects
  - d) Change the Order of Graphic Objects
  - e) Group Graphic Objects
  - f) Move, Copy, and Resize Graphic Objects
- 11 Calculating with Advanced Formulas**
  - a) Create and Apply a Name for a Range of Cells
  - b) Calculate Across Worksheets
  - c) Calculate with Date and Time Functions
  - d) Calculate with Financial Functions
  - e) Calculate with Statistical Functions
  - f) Calculate with Lookup and Reference Functions
  - g) Calculate with Logical Functions



### **12 Sorting and Filtering Data**

- a) Sort Data Lists
- b) Filter Data Lists
- c) Create and Apply Advanced Filters
- d) Calculate with Database Functions
- e) Add Subtotals to a Worksheet

### **13 Using Excel with the Web**

- a) Export Excel Data
- b) Publish a Worksheet to the Web
- c) Import Data from the Web
- d) Create a Web Query

### **14 Streamlining Workflow**

- a) Create a Macro
- b) Edit a Macro
- c) Customize Access to Excel Commands
- d) Apply Conditional Formatting
- e) Add Data Validation Criteria
- f) Update a Workbook's Properties
- g) Modify Excel's Default Settings

### **15 Collaborating with Others**

- a) Protect Files
- b) Share a Workbook
- c) Set Revision Tracking
- d) Review Tracked Revisions
- e) Merge Workbooks
- f) Adjust Macro Settings
- g) Administer Digital Signatures

### **16 Auditing Worksheets**

- a) Trace Cell Precedents
- b) Trace Cell Dependents
- c) Locate Errors in Formulas
- d) Locate Invalid Data and Formulas
- e) Watch and Evaluate Formulas
- f) Group and Outline Data

### **17 Analyzing Data**

- a) Create a Trendline
- b) Create Scenarios
- c) Perform What-If Analysis
- d) Develop a PivotTable<sup>®</sup> Report
- e) Develop a PivotChart<sup>®</sup> Report
- f) Perform Statistical Analysis with the Analysis ToolPak

### **18 Working with Multiple Workbooks**

- a) Create a Workspace
- b) Consolidate Data
- c) Link Cells in Different Workbooks
- d) Edit Links

### **19 Importing and Exporting Data**

- a) Export to Microsoft Word
- b) Import a Word Table
- c) Import Text Files

### **20 Structuring XML Workbooks**

- a) Develop XML Maps
- b) Import, Add, and Export XML Data
- c) Manage XML Workbooks
- d) Apply XML View Options