

## Course Specifications

### Microsoft Excel 2003 Module II

**Course number:**

**Course length:** 1 day

### Prerequisites

*Excel 2003 Module I*

### Registration:

**CAD & Facilities Services, Inc.**  
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## Microsoft Excel 2003 Module II

This course provides competency in organizing and consolidating data from multiple worksheets, adjusting the screen display, working with advanced functions, using advanced formatting features, using advanced print options, filtering data, using comments, naming worksheet ranges and formulas, creating and modifying charts, protecting data, importing and exporting data, saving worksheets and workbooks as Web pages, and publishing worksheets and workbooks to the Web.

### Topics

#### Working with Multiple Worksheets

- About Working with Multiple Worksheets
- Organizing Multiple Worksheets
- Renaming Worksheet Tabs
- Coloring Worksheet Tabs
- Consolidating Data from Multiple Worksheets

#### Adjusting the Screen Display

- Adjusting the Display of Workbooks and Worksheets
- Working with Multiple Workbook
- Splitting and Freezing Worksheet Panes
- Adjusting the Zoom Setting
- Displaying and Hiding Toolbars

#### Working with Advanced Functions

- The Function Wizard
- Using the NOW Function
- Using the DATE Function
- Using the HLOOKUP and VLOOKUP Functions
- Using the IF Function
- Using the PMT Function

#### Using Advanced Print Options

- Controlling the Appearance of Printed Pages
- Adjusting Page Scaling and Orientation
- Changing Margin Widths
- Creating Headers and Footers
- Inserting Page Breaks
- Setting Print Areas
- Printing Repeating Rows and Columns
- Controlling the Display of Cell Error Messages
- Printing Multiple Worksheets

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- Printing Entire Workbooks

### Filtering Data and Using Comments

- Filtering Data
- Working with Comments

### Naming Worksheet Ranges and Formulas

- Working with Names
- Naming Ranges
- Using Range Names in Formulas
- Creating Three-Dimensional References
- Naming Formulas
- Deleting Range Names

### Working with Charts

- Introduction to Charts
- Creating Charts
- Moving and Resizing Charts
- Formatting Charts
- Changing Chart Types
- Editing Chart Data
- Printing Charts

### Protecting Data

- Introduction to Protecting Data
- Protecting Workbooks
- Protecting Worksheets
- Protecting Cells
- Protecting Ranges
- Hiding Data
- Assigning Passwords to Workbooks

### Using Basic Integration and Web Features

- Importing Data from Text Files
- Importing Data from Microsoft Word
- Creating and Modifying Hyperlinks
- Exporting Excel Data to Microsoft Word
- Saving Worksheets and Workbooks as Web Pages
- Publishing Worksheets and Workbooks to the Web