

Excel 2002 - Intermediate	
Overview	Students will learn the intermediate level of skills necessary for using Excel 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. Excel 2002: Basic, or equivalent experience
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Navigate large worksheets effectively by using magnification and frozen panes and control the printing of large worksheets. • Navigate, manage, and print multiple worksheets, link workbooks, and summarize data by using the Consolidate command. • Change the view, general, and calculation settings of Excel and customize toolbars and menus. • Create combination charts and modify existing charts. • Add borders and shading, apply special formats, create, apply, and modify styles, and change the orientation of cells. • Sort lists by columns and filter lists. • Add comments and text boxes, use the auditing features, and protect a worksheet or part of a worksheet.

Topics covered in the comprehensive manual

Working with large worksheets

Viewing options
Hiding and displaying data
Printing large worksheets

Working with multiple worksheets and workbooks

Using multiple worksheets
Linking worksheets by using 3-D formulas
Consolidating data
Linking workbooks
Managing workbooks

Customizing Excel

Changing options
Customizing toolbars and menus

Advanced charting

Chart formatting options
Creating combination charts
Using graphic elements

Advanced formatting

Borders and shading
Using special number formats
Working with dates
Working with styles
Other advanced formatting

List management

Working with lists
Sorting and filtering lists
Advanced filtering

Documenting and auditing

Comments and text boxes
Auditing features
Protection
Workgroup collaboration

Using templates

Built-in templates
Creating and managing templates

Appendix A: Additional functions

IF, SUMIF, and PMT

Appendix B: Web discussions

Creating and responding to Web discussions

Appendix C: MOUS exam objectives map

Core exam objectives
Expert exam objectives