



# Course Outline

## Microsoft® Excel 2003

### Level 2

#### Lesson 1: Creating and Applying Templates

- Topic 1A: Create a Workbook from a Template
- Topic 1B: Create a Custom Template
- Topic 1C: Working with Comments
- Topic 1D: Create a Hyperlink
- Topic 1E: Use Web-based Research Tools

#### Lesson 2: Creating and Modifying Charts

- Topic 2A: Create a Chart
- Topic 2B: Format Chart Items
- Topic 2C: Change the Chart Type
- Topic 2D: Create a Diagram

#### Lesson 3: Working with Graphic Objects

- Topic 3A: Insert Graphics
- Topic 3B: Create AutoShapes
- Topic 3C: Format Graphic Objects
- Topic 3D: Change the Order of Graphic Objects
- Topic 3E: Group Graphic Objects
- Topic 3F: Move, Copy, and Resize Graphic Objects

#### Lesson 4: Calculating with Advanced Formulas

- Topic 4A: Create and Apply a Name for a Range of Cells
- Topic 4B: Calculate Across Worksheets
- Topic 4C: Calculate with Date and Time Functions
- Topic 4D: Calculate with Financial Functions
- Topic 4E: Calculate with Statistical Functions
- Topic 4F: Calculate with Lookup and Reference Functions
- Topic 4G: Calculate with Logical Functions

#### Lesson 5: Sorting and Filtering Data

- Topic 5A: Sort Data Lists
- Topic 5B: Filter Data Lists
- Topic 5C: Create and Apply Advanced Filters
- Topic 5D: Calculate with Database Functions
- Topic 5E: Add Subtotals to a Worksheet

#### Lesson 6: Using Excel with the Web

- Topic 6A: Export Excel Data
- Topic 6B: Publish a Worksheet to the Web
- Topic 6C: Import Data from the Web
- Topic 6D: Create a Web Query