

# ***Training Course Specification***

## **Course: Microsoft Excel XP 2002 Level 2; Intermediate**

### **Duration: One-Day**

- COURSE OBJECTIVES:**
- Using multiple worksheets, workbooks and workspaces
  - Working with Financial functions
  - Use advanced formatting techniques
  - Using the Auditing Tools to track information
  - Using charts to display financial data
  - Using Macros to automate your work environment
  - Use Templates

**WHO SHOULD ATTEND:** This course takes users to a high level of knowledge using financial topics available in Excel XP such as Financial functions, auditing and Charts.

**EXPERIENCE NEEDED:** Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000/ME. Delegates should have a good understanding of Microsoft Excel XP or alternatively should have attended our Essentials course.

### **COURSE CONTENT**

#### **1: USING MULTIPLE SHEETS AND WORKBOOKS**

USING MULTIPLE WORKSHEETS  
INSERTING NEW WORKSHEETS  
RENAMING WORKSHEETS  
DELETING WORKSHEETS  
CREATING MULTIPLE VIEWS  
FREEZING PANES  
VIEWING AND ARRANGING MULTIPLE  
WORKSHEET WINDOWS  
NAVIGATING IN MULTIPLE WORKBOOKS  
SELECTING AND VIEWING MULTIPLE WORKBOOKS  
CREATING AND OPENING A WORKSPACE  
MANAGING MULTIPLE WORKSHEETS AND  
WORKBOOKS  
SELECTING MULTIPLE WORKSHEETS  
MOVING AND COPYING DATA BETWEEN  
WORKSHEETS  
LINKING DATA BETWEEN WORKSHEETS  
CREATING A 3-D FORMULA  
ASSIGNMENT

#### **2: CHARTING**

USING CHARTS  
CREATING A CHART  
SPECIFYING THE CHART SOURCE DATA  
SELECTING CHART OPTIONS  
SELECTING A CHART LOCATION  
MANAGING CHART OBJECTS  
MOVING AND RESIZING CHART OBJECTS  
DELETING CHART OBJECTS  
ADDING DATA SERIES' AND OBJECTS TO A CHART  
ENHANCING THE CHART  
CHANGING THE CHART TYPE  
FORMATTING CHART OBJECTS  
ADDING TEXT TO A CHART  
PRINTING CHARTS  
ASSIGNMENT

### **3: ADVANCED FUNCTIONS**

CREATING AND USING FUNCTIONS  
USING BUILT-IN FUNCTIONS  
WORKING WITH ARGUMENTS: THE PMT  
FUNCTION  
USING DATES AND TIMES  
USING DATES IN CALCULATIONS  
USING NESTED FUNCTIONS  
AUDITING WORKSHEETS  
IDENTIFYING THE AUDITING COMMANDS  
THE WATCH WINDOW  
THE FORMULA EVALUATOR  
TRACING AND CORRECTING WORKSHEET ERRORS  
ASSIGNMENT

### **4: ADVANCED FORMATTING**

USING COMMENTS IN A WORKSHEET  
REVIEWING, SHOWING, AND HIDING COMMENTS  
DELETING A COMMENT  
WORKING WITH STYLES  
APPLYING A STYLE  
REDEFINING AND MODIFYING EXISTING STYLES  
USING FORMAT PAINTER  
CREATING CUSTOM NUMBER FORMATS  
APPLYING AN AUTOFORMAT  
APPLYING A CONDITIONAL FORMAT  
USING TEMPLATES  
CREATING A TEMPLATE  
EDITING A TEMPLATE  
VERIFYING YOUR WORK  
USING AUTOCORRECT  
ASSIGNMENT

### **APPENDIX A: WHAT'S NEW IN EXCEL XP?**

THE OFFICE TASK PANES  
SMART TAGS  
SMART DATA TAGS  
NEW WORKSHEET FEATURES  
NEW ARGUMENT AND FUNCTION FEATURES  
OTHER NEW FEATURES AND ENHANCEMENTS IN EXCEL 2002

### **APPENDIX B: WHAT'S NEW IN OFFICE XP?**

APPENDIX B; WHAT'S NEW IN OFFICE XP?  
NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS  
SMART TAGS (WORD)  
AUTOCORRECT OPTIONS (WORD)  
OFFICE XP CLIPBOARD  
OFFICE EMAIL INTRODUCTION  
OTHER NEW FEATURES IN OFFICE XP

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## **Related Courses:**

***Excel XP 2002 Level 3; Excel XP 2002 Database Analysis; Excel XP 2002  
Financial Modelling***