

Excel 2002 Level Three

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 2002. We recommend you first take a Windows class, Excel 2002 Level One, and Excel 2002 Level Two before Excel 2002 Level Three or equivalent knowledge.

Course Content

Lesson 1: Customizing Your Workbook

- Applying Conditional Formatting
- Adding Data Validation Criteria
- Customizing Menus
- Customizing Toolbars
- Creating a Macro
- Editing a Macro
- Grouping and Outlining Structured Data

Lesson 2: Working with Multiple Data Sources

- Creating a Workspace
- Consolidating Data
- Linking Cells in Different Workbooks
- Editing Links
- Exporting Excel Data as XML
- Importing XML Data in Excel
- Create a Web Query

Lesson 3: Collaborating with Others Using Workbooks

- Protecting Your Worksheets
- Protecting Your Workbooks
- Sharing Your Workbook
- Setting Revision Tracking
- Merging Workbooks
- Creating a Trend Line

Lesson 4: Enhancing Your Worksheet Using Charts

- Charting Non-Adjacent Data
- Modifying Chart Items
- Creating a Trend Line

Lesson 5: Using Graphic Objects to Enhance Your Worksheet

- Creating Graphic Objects
- Resizing, Moving, and Copying Graphic Objects
- Changing the Order of Graphic Objects
- Grouping Graphic Objects
- Formatting Graphic Objects
- Inserting Clip Art
- Modifying Clip Art