

Excel 2002 Level Two

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 and Excel 2002 Level One before Excel 2002 Level Two or equivalent knowledge.

Course Content

Lesson 1: Working with Templates

- Create a Workbook from an Excel Template
- Create a Template
- Create a Graphic
- Create a Workbook from a User-Defined Template

Lesson 2: Sorting and Filtering Data

- Sort Data
- Add Subtotals to a Worksheet
- Filter Lists
- Create and Apply Custom Filters

Lesson 3: Importing and Exporting Data

- Import Data from the Web
- Import Data from an External Source
- Export Data
- Save a Worksheet as a Web Page
- Publish a Worksheet to the Web

Lesson 4: Working with Advanced Formulas

- Share Data Among Worksheets
- Create a Name for a Range of Cells
- Use Functions to Create Advanced Formulas
- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas

Lesson 5: Analyzing Data

- Create a PivotTable Report
- Create a PivotChart Report
- Create Scenarios
- Use Solver
- Use Goal Seek

Lesson 6: Collaborating

- Insert and Edit a Hyperlink
- Add and Edit Comments in a Worksheet
- Create Discussion Comments
- Respond to Discussion Comments