

Excel 2002: Charting and Organizing

Course Specifications

Course number: 084201

Course length: 1 day

Course Description

Overview: Students will create templates, sort and filter data, import and export data, analyze data, and collaborate on the Web.

Prerequisites: *Excel 2002: Level 1*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will gain the skills needed to create and use templates, sort and filter data, import and export data, analyze data, and collaborate on the Web.

Target student: The target student for this course is a user who has worked with Excel and has experience creating basic worksheets and charts.

Performance-Based Objectives

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:

- You will use Excel and user-defined templates to create templates and workbooks.
- You will use a variety of techniques to sort and filter data.
- You will reuse and share data by importing and exporting.
- You will use various functions and auditing features to create advanced formulas and audit worksheets.
- You will use PivotTable reports, PivotChart reports, and other analysis tools to analyze data.
- You will use Web features and comments to collaborate with others.

Course Content

Lesson 1: Working with Templates

- Topic 1A: Create a Workbook from an Excel Template
- Topic 1B: Create a Template
- Topic 1C: Create a Graphic
- Topic 1D: Create a Workbook from a User-Defined Template

Lesson 2: Sorting and Filtering Data

- Topic 2A: Sort Data
- Topic 2B: Add Subtotals to a Worksheet
- Topic 2C: Filter Lists
- Topic 2D: Create and Apply Custom Filters

Lesson 3: Importing and Exporting Data

- Topic 3A: Import Data from the Web
- Topic 3B: Import Data from an External Source
- Topic 3C: Export Data
- Topic 3D: Save a Worksheet as a Web Page
- Topic 3E: Publish a Worksheet to the Web

Lesson 4: Working with Advanced Formulas

- Topic 4A: Share Data Among Worksheets
- Topic 4B: Create a Name for a Range of Cells
- Topic 4C: Use Functions to Create Advanced Formulas
- Topic 4D: Trace Cell Precedents
- Topic 4E: Trace Cell Dependents
- Topic 4F: Locate Errors in Formulas

Lesson 5: Analyzing Data

- Topic 5A: Create a PivotTable Report
- Topic 5B: Create a PivotChart Report
- Topic 5C: Create Scenarios
- Topic 5D: Use Solver
- Topic 5E: Use Goal Seek

Lesson 6: Collaborating

- Topic 6A: Insert and Edit a Hyperlink
- Topic 6B: Add and Edit Comments in a Worksheet
- Topic 6C: Create Discussion Comments
- Topic 6D: Respond to Discussion Comments