



## **Excel 2002: Advanced**

*Course number: 084202*

*Course length: 1 day*

### **Course Description**

**Overview:** Students will customize their workbooks, work with multiple data sources, collaborate with other users, and enhance their spreadsheets using charts and graphic objects.

**Target Student:** The target student for this course is a user who has worked with personal computers and used Windows to manage information, run programs, access the Web, and who has a working knowledge of Excel 2002.

**Prerequisites:** Windows XP/2000/98: Introduction, Excel 2002: Beginning and Excel 2002: Intermediate

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

**Benefits:** Learn how to customize their workbook, work with multiple data sources, collaborate with other Excel users, and use charts and graphic objects to enhance their worksheets.

### **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:

- Apply conditional formatting; add data validation criteria; customize menus and toolbars; and create, edit, and run macros. The student will also view data using the outline.
- Create a workspace, consolidate data, view the consolidated data, and link cells.
- Protect their worksheet, protect their workbook, add and remove file passwords, share their workbooks, set revision tracking, merge workbooks, and track changes.
- Chart non-adjacent data, modify embedded charts and chart items, and add a trend line to their chart.
- Create, change the order of, group, move, copy, and format graphic objects. They will also insert and modify clip art.

## **Course Content**

### **Lesson 1: Customizing Your Workbook**

- Topic 1A: Applying Conditional Formatting
- Topic 1B: Adding Data Validation Criteria
- Topic 1C: Customizing Menus
- Topic 1D: Customizing Toolbars
- Topic 1E: Creating a Macro
- Topic 1F: Editing a Macro
- Topic 1G: Grouping and Outlining Structured Data

### **Lesson 2: Working with Multiple Data Sources**

- Topic 2A: Creating a Workspace
- Topic 2B: Consolidating Data
- Topic 2C: Linking Cells in Different Workbooks
- Topic 2D: Editing Links
- Topic 2E: Exporting Excel Data as XML
- Topic 2F: Importing XML Data in Excel
- Topic 2G: Create a Web Query

### **Lesson 3: Collaborating with Others Using Workbooks**

- Topic 3A: Protecting Your Worksheets
- Topic 3B: Protecting Your Workbook
- Topic 3C: Sharing Your Workbook
- Topic 3D: Setting Revision Tracking
- Topic 3E: Merging Workbooks
- Topic 3F: Tracking Changes

### **Lesson 4: Enhancing Your Worksheet Using Charts**

- Topic 4A: Charting Non-adjacent Data
- Topic 4B: Modifying Chart Items
- Topic 4C: Creating a Trend Line

### **Lesson 5: Using Graphic Objects to Enhance Your Worksheet**

- Topic 5A: Creating Graphic Objects
- Topic 5B: Resizing, Moving, and Copying Graphic Objects
- Topic 5C: Changing the Order of Graphic Objects
- Topic 5D: Grouping Graphic Objects
- Topic 5E: Formatting Graphic Objects
- Topic 5F: Inserting Clip Art
- Topic 5G: Modifying Clip Art