



Excel 2003: Intermediate

Topic-Level Outline

Days: 1

Prerequisites: *Excel 2003: Basic* or equivalent experience

Unit 1: Working with large worksheets

Topic A: Viewing options

Topic B: Hiding, displaying, and outlining data

Topic C: Printing large worksheets

Unit 2: Using multiple worksheets and workbooks

Topic A: Using multiple worksheets

Topic B: Linking worksheets by using 3-D formulas

Topic C: Consolidating data

Topic D: Linking workbooks

Topic E: Managing workbooks

Unit 3: Customizing Excel

Topic A: Using the Options dialog box

Topic B: Customizing toolbars and menus

Unit 4: Advanced formatting

Topic A: Borders and shading

Topic B: Using special number formats

Topic C: Working with dates

Topic D: Working with styles

Topic E: Other advanced formatting

Unit 5: List management

Topic A: Examining lists

Topic B: Sorting and filtering lists

Topic C: Advanced filtering

Unit 6: Advanced charting

Topic A: Chart formatting options

Topic B: Using combination charts

Topic C: Using graphic elements

Unit 7: Documenting and auditing

Topic A: Auditing features

Topic B: Comments and text boxes

Topic C: Protection

Topic D: Workgroup collaboration

Unit 8: Using templates

Topic A: Built-in templates

Topic B: Creating and managing templates

Appendix A: Web discussions

Topic A: Creating and responding to Web discussions

Appendix B: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives