

Excel 2004 – Level 2 - Outline

EXCEL 2004 FOR MACINTOSH LEVEL 2 - INTRODUCTION
COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN EXCEL 2004?

LESSON 1 – WORKING WITH LISTS

- 1.1 CREATING A DATA FORM
- 1.2 ADDING RECORDS USING A DATA FORM
- 1.3 FINDING RECORDS USING A DATA FORM
- 1.4 DELETING RECORDS USING A DATA FORM
- 1.5 SORTING RECORDS IN A LIST
- 1.6 USING AUTOFILTER IN A LIST

LESSON SUMMARY – WORKING WITH LISTS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 – WORKING WITH CHARTS

- 2.1 CREATING A CHART WITH THE CHART WIZARD
- 2.2 MOVING A CHART
- 2.3 RESIZING A CHART
- 2.4 CHANGING A CHART TYPE
- 2.5 EDITING CHART TEXT
- 2.6 MODIFYING CHART OPTIONS
- 2.7 FORMATTING CATEGORY AND VALUE AXIS DATA
- 2.8 FORMATTING A DATA SERIES
- 2.9 CHANGING A CHART'S SOURCE DATA
- 2.10 INSERTING A CHART FROM THE FORMATTING PALETTE

LESSON SUMMARY – WORKING WITH CHARTS

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 – WORKING WITH GRAPHICS

- 3.1 USING THE DRAWING TOOLBAR
- 3.2 FORMATTING OBJECTS
- 3.3 ADDING CLIP ART
- 3.4 INSERTING A PICTURE FROM A FILE
- 3.5 RESIZING AND MOVING OBJECTS
- 3.6 FORMATTING GRAPHICS
- 3.7 INSERTING WORDART
- 3.8 INSERTING AN ORGANIZATION CHART

3.9 MODIFYING AN ORGANIZATION CHART
LESSON SUMMARY – WORKING WITH GRAPHICS
LESSON 3 QUIZ
LAB 3 – ON YOUR OWN

LESSON 4 – WORKGROUP COLLABORATION
4.1 WEB PAGE PREVIEW
4.2 CONVERTING WORKSHEETS INTO WEB PAGES
4.3 INSERTING HYPERLINKS
4.4 TRACK CHANGES TO A WORKSHEET
4.5 ACCEPT/REJECT CHANGES TO A WORKSHEET
4.6 VIEWING AND EDITING COMMENTS
LESSON SUMMARY – WORKGROUP COLLABORATION
LESSON 4 QUIZ
LAB 4 – ON YOUR OWN

LESSON 5 – FINANCIAL & LOGICAL FUNCTIONS
5.1 USING THE IF FUNCTION
5.2 USING NESTED FUNCTIONS
5.3 USING THE PMT FUNCTION
5.4 USING THE FV FUNCTION
5.5 USING AUTOCALCULATE
LESSON SUMMARY – FINANCIAL AND LOGICAL FUNCTIONS
LESSON 5 QUIZ
LAB 5 – ON YOUR OWN

LESSON 6 – DATE AND TIME FUNCTIONS
6.1 UNDERSTANDING DATE/TIME FUNCTIONS
6.2 ADDING A DATE AND A DATE INTERVAL
6.3 SUBTRACTING DATES
6.4 CALCULATING TIME INTERVALS
LESSON SUMMARY – UNDERSTANDING DATE/TIME FUNCTIONS
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

LESSON 7 – MANAGING WORKBOOKS
7.1 CREATING A WORKBOOK USING A TEMPLATE
7.2 CREATING A NEW TEMPLATE
7.3 EDITING A TEMPLATE
7.4 CREATING A WORKSPACE
7.5 SAVING A WORKBOOK IN A DIFFERENT FILE FORMAT
7.6 USING DATA CONSOLIDATION
LESSON SUMMARY – MANAGING WORKBOOKS
LESSON 7 QUIZ
LAB 7 – ON YOUR OWN

CLASS PROJECT

INDEX