



MICROSOFT EXCEL 2002 (Advance)

Duration

Single session of 4 hrs

Course Outline

Lesson 1: Advance Charting Features

- Creating a Chart Sheet
- Creating an Embedded Chart
- Changing the Chart type
- Adding data to a Chart
- Removing data from a Chart
- Moving a Chart
- Resizing a Chart
- Deleting a Chart
- Formatting the Chart Area, Plot Area
- Formatting the Chart Title, Axis title
- Formatting the Axis
- Formatting the Legend
- Formatting the Gridlines
- Formatting the Data Series

Using Excel Functions

- Financial function
- Date & Time function
- Lookup
- Logical functions

Working with Database

- Using database terminology
- Creating an Excel database
- Working with an Excel database
- Sorting data within a database
- Adding sorting criteria

Working with Autofilters

- Filtering data
- Filtering data with AutoFilter
- Specifying a conditional filter with AutoFilter
- Using the Top 10 AutoFilter
- Removing all AutoFilters

Working with Advance filters

Using Advance Filters

Removing all Advanced Filters

Working with Filtered Data

Manipulating Filtered Data

Totaling fields within a filtered database list

Creating Subtotals

Remove Subtotals

Data Forms

Using a Data Form

Adding a new record

Move, Finding, Editing, and Deleting records

Closing a Data Form

Creating PivotTables

Creating a PivotTable

Adding and removing fields

Hiding and displaying field detail

Using page fields

Working with totals in a pivot table

Formatting and editing PivotTables

Sorting items in PivotTable fields