

## **Excel 2003 Intermediate** Ref: EX23IM

**Days of training:** 1

**Prerequisites:** Excel 2003: Basic or equivalent experience

### **Working with large worksheets**

Viewing options

Hiding, displaying, and outlining data

Printing large worksheets

### **Using multiple worksheets and workbooks**

Using multiple worksheets

Linking worksheets by using 3-D formulas

Consolidating data

Linking workbooks

Managing workbooks

### **Customizing Excel**

Using the Options dialog box

Customizing toolbars and menus

### **Advanced Formatting**

Borders and shading

Using special number formats

Working with dates

Working with styles

Other advanced formatting

### **List management**

Examining lists

Sorting and filtering lists

Advanced filtering

### **Advanced charting**

Chart formatting options

Using combination charts

Using graphic elements

### **Documenting and auditing**

Auditing features

Comments and text boxes

Protection

Workgroup collaboration

### **Using templates**

Built-in templates

Creating and managing templates

### **Appendix A : Web discussions**

Creating and responding to Web discussions

### **Appendix B : MOS exam objectives map**

Core exam objectives

Expert exam objectives