

# Excel 2003: Intermediate

## (Course Number: OFFT-3831)

### Topic-Level Outline

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

Participants will learn how to work with large worksheets, use 3-D formulas, and customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trend lines, use Excel's auditing features, and work with templates.

#### **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