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Excel 2003 Level 4: Charting and Organizing Data

Course description: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2003.

Course Content

Lesson 1: Sorting data

- Single-level sorting
- Multiple-level sorting
- Sorting options
- Design considerations

Lesson 2: Filtering data

- Filtering a list
- Custom criteria
- Multiple-condition criteria
- Managing a filtered list

Lesson 3: Creating charts

- Creating a chart sheet
- Creating an embedded chart
- Comparing chart sheets with embedded charts

Lesson 4: Modifying charts

- Chart types
- Modifying embedded charts
- Adding and deleting chart items
- Moving and sizing chart items

Lesson 5: Formatting a chart

- Formatting chart text
- Formatting labels
- Formatting the chart
- Printing a chart sheet

Lesson 6: Using graphic objects

- Adding graphic objects
- Formatting graphic objects
- Using graphic objects to enhance worksheets and charts
- Creating a diagram

Appendix A: Additional topics

- Database functions
- External databases and queries
- Excel Web pages and the Internet or an intranet

Appendix B: New Features in Office 2003

- New Features