

MS Excel 2003 Level 2 (English)

Course Overview

In this hands-on training course, you will learn how to utilize Excel more efficiently. You will be able to combine data from multiple sources and nest several functions, such as IF and VLOOKUP. After this course, Excel will become your powerful analytical tool.

Course Objectives

- Edit a worksheet to make it more appealing
- Understand an Absolute Column Reference
- Understand complicated functions (IF, PMT, FV etc.)
- Create a chart.
- Utilize AutoFill feature
- Link multiple worksheets

	AM	PM
1st day	1. Intermediate technique of modifying a worksheet 2. Utilize an Absolute Column Reference Exercise	3. Utilize Functions (IF, PMT, FV etc.) Exercise
2nd day	Review from 1 st day class 4. Create a chart 5. Utilize AutoFill Feature Exercise	6. Link multiple worksheets 7. Useful feature of Excel Exercise etc.