



Training Solutions, Inc.

Microsoft Excel 2002 Intermediate Course Outline

Section 1-Creating a Chart

- Elements of a Chart
- Embedded Chart versus Chart Sheet
- Create a Chart Sheet
- Chart Options/Toolbar
- Create an Embedded Chart
- Use Chart Wizard
- Move the Chart
- Preview the Chart
- Print a Chart
- Add Data Series to an Existing Chart

Section 2- Editing the Chart

- Use the Chart Toolbar
- Change the Chart Type
- Change to 3-D View
- Format the Walls
- Move a Legend
- Place Data Labels
- Add/Remove Gridlines
- Format Chart Text
- Plot Data Series

Section 3 - Using Formulas

- AutoCalculator
- Average Function
- Count Function
- Absolute Cell References
- IF Function
- PMT Function
- Change Arguments

Section 4- Creating Lists

- Creating a List
- Using Data Form
- Add Records
- Find a Record
- Delete a Record

Section 5 - Sorting and Filtering Lists

- Quick Sort
- Data Sort Command
- Sort Order
- Custom Lists
- Filter a List
- Subtotals
- AutoFormat

Section 6- Using Functions in Lists

- Use Standard Functions in Lists
- Use Database Functions in Lists
DAVERAGE, DCOUNT
- IF Functions in Lists
SUMIF and COUNTIF