

Microsoft Excel 2003: Level 2

Microsoft Excel 2003: Level 2 covers the use of electronic charts, chart items, and graphics to enhance worksheet data reports in Excel. It covers procedures for creating, modifying and formatting charts, adding graphic objects to charts, and sorting and filtering data.

Price	\$52 Nonmembers / \$39 Members
Course Credits	N/A
Prerequisites	Microsoft Excel 2003: Level 1 or equivalent experience
Required Software	Internet Explorer 6.0 or higher
Required Hardware	Computer with sound capability

Additional Notes

Please note: This course includes narration that will require a computer with sound capabilities. While there is captioning available, you will get much more out of these courses if you have a computer with sound capabilities.

Learning Objectives

This course covers the following topics:

- Creating and applying templates
- Creating and modifying charts
- Working with graphics objects
- Calculating with advanced formulas
- Sorting and filtering data
- Using Excel on the Web