



CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

MICROSOFT® EXCEL® 2003 - INTERMEDIATE LEVEL

Course Description:

In this course, you will use Microsoft® Excel® 2003 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas.

Who Should Take This Course:

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel® on the Web.

Achieved Results:

You will apply visual elements and advanced formulas to a worksheet to display data in various formats.

Course Outline:

- Creating and Applying Templates
- Creating and Modifying Charts and Diagrams
- Working with Pictures and AutoShapes
- Calculating with Advanced Formulas
- Sorting and Filtering Data
- Using Excel® with the Web