

Week	Microsoft Excel 2003 (10 weeks)	Module
1 Chapter 1	Review Excel Concepts: screen layout; using toolbars and menus; creating formulas; using paste function; changing column widths and row height; insert and delete columns and rows; cut, copy, paste; extensive "hands-on" projects.	MS4Z4
2 Chapter 1	Range Names; Lookup Functions: naming cells; using range names in formulas; navigating by using range names; lookup functions; Financial functions, Statistical Functions, Date and Time functions, extensive "hands-on" projects.	MS4Z4
3 Chapter 2	Using Database and Filtering a Database: Working with Lists, Creating a List, Using the Data Form to Add Records, Finding Records, Deleting Records, Sorting a List, extracting data; querying data, Filtering a List with the AutoFilter, Creating a Custom AutoFilter, Using Data Validation, extensive "hands-on" projects	MS4Z4
4 Chapter 2	Advanced Database Features & Formatting, Importing and Exporting Data Filtering a List with an Advanced Filter, Copying Filtered Records, using database functions; working with data tables; subtotals; grouping and outlining; applying formats; AutoFormats; conditional formatting; importing data; linking data; exporting data; extensive "hands-on" projects.	MS4Z4
5 Chapter 3	Automating Tasks with Macros & Templates: Recording a Macro, Assigning a Shortcut Key, Adding a Macro to a Toolbar, Editing a Macro's Visual Basic Code, Declaring Variables and Adding Remarks to VBA Code, Prompting for User Input, Using the If...Then...Else Statement, troubleshooting error messages, creating templates; built-in templates, extensive "hands-on" projects	MS4Z4
6 Chapter 4	Creating and Working with Charts: Creating, Moving and Resizing a Chart, Formatting and Editing Objects in a Chart, Changing a Source Data, Changing a Chart Type and Working with Pie Charts, Adding Titles, Gridlines, and a Data Table, Formatting a Data Series and Chart Axis, Annotating a Chart, Working with 3-D Charts, Selecting and Saving a Custom Chart, Using Fill Effects, Mapping Data, Modifying a Map, extensive "hands-on" projects	MS4Z4
7 Chapter 5&6	Working with Other Programs & Using Excel with the Internet: Inserting an Excel Worksheet into a Word Document, Modifying an Inserted Excel Worksheet, Inserting a Linked Excel Chart in a Word Document, Inserting a Graphic into a Worksheet, Opening and Saving Files in Different Formats; Adding Hyperlinks to a Worksheet, Browsing Hyperlinks and using the Web Toolbar, Saving a Workbook as a Non-Interactive and Interactive Web Page, Using Queries to Retrieve Information from the Web	MS4Z4
8 Chapter 7	Data Analysis and PivotTables: Creating a PivotTable, Specifying the Data a PivotTable Analyzes, Changing a PivotTable's Calculation, Selecting What Appears in a PivotTable, Grouping Dates in a PivotTable, Updating a PivotTable, Formatting and Charting a PivotTable, Creating Subtotals, Using Database Functions, Using Lookup Functions, Grouping and Outlining a Worksheet	MS4Z4
9 Chapter 8	What If Analysis & Multiple Worksheets; Linking and Consolidating Worksheets: Defining a Scenario, Creating a Scenario Summary Report, Using a One and Two Input Data Table, Understanding Goal Seek, Using Solver_using worksheets; sharing data between worksheets; previewing and printing multiple worksheets; managing multiple workbooks; linking files through formulas.	MS4Z4
10 Chapter 9	Advanced Topics: Creating and Using Custom Toolbars, Creating a Custom AutoFill List, Changing Excel's Options, Password Protecting a Workbook, File Properties and Finding a File, Sharing a Workbook and Tracking Changes, Merging and Revising a Shared Workbook, Using Detect and Repair; viewing formulas; auditing tools.	MS4Z4