



# Microsoft Office Specialist Excel 2003 Expert

## Course Objective

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using Excel 2003 effectively in Expert level.

## Prerequisite:

Excel 2003 Core Level

## Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

## Training Methodology & Materials:

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

## Key terms and conditions to enjoy SDF / SRP assistance: \*

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

\*Please visit [www.sdf.gov.sg](http://www.sdf.gov.sg) or [www.srp.org.sg](http://www.srp.org.sg) for full terms and conditions

## Training Duration:

Total Training Hours : 32 hours  
Full-Time : 9am to 6pm (4 days)  
Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

## Course Training Fee :

Course Fee : \$478 without SDF ; \$254 after SDF  
Registration Fee : \$25  
SRP grant available.  
Contact us for more details.

## DETAILED COURSE OUTLINE

### 1. Working with Lists and Databases

- 1.1. Objectives of Section 1
- 1.2. Using Lists
  - 2.1.1. Creating a List
  - 2.1.2. Modify List Ranges
  - 2.1.3. Defining Names for List Ranges
- 1.3. Understanding Database Concepts and Terminology
  - 2.1.4. Using Database Terminology
- 1.4. Creating a Database
- 1.5. Filtering Information
  - 2.1.5. Using Advanced Filters
  - 2.1.6. Using Comparison Operators
- 1.6. Using Advanced Functions
  - 2.1.7. Creating and Editing Database Functions
  - 2.1.8. Using the Subtotal Function
  - 2.1.9. Using Lookup and Reference
- 1.7. Grouping and Outlining Data
- 1.8. Summarizing Data

### 2. Formatting Cells

- 2.1. Objectives of Section 2
- 2.2. Looking at Custom Cell Formats
  - 2.2.1. Using Custom Number Formats
  - 2.2.2. Using Custom Currency Formats
  - 2.2.3. Using Custom Date and Time Formats
  - 2.2.4. Custom Scientific Formats
  - 2.2.5. Using Custom Text Formats
- 2.3. Using Conditional Formatting
- 2.4. Modifying Drawing Objects
  - 2.4.1. Formatting Shapes
  - 2.4.2. Resizing, Reshaping, and Scaling Objects
  - 2.4.3. Shadows and 3-D Effects
  - 2.4.4. Cropping and Rotating Objects
  - 2.4.5. Image Contrast and Brightness

**DETAILED COURSE OUTLINE****3. Customizing Charts**

- 3.1. Objectives of Section 3
- 3.2. Customizing a Chart
- 3.3. Modifying Chart Options
- 3.4. Formatting the Legend
- 3.5. Formatting an Axis
- 3.6. Formatting Title Text
- 3.7. Formatting Data Series
- 3.8. Formatting Plot and Chart Area

**4. Templates & Validating Data**

- 4.1. Objectives of Section 4
- 4.2. Using Built-In Templates
- 4.3. User-Defined Templates
  - 4.3.1. Creating a Template
  - 4.3.2. Using User-Defined Templates
  - 4.3.3. Editing Templates
  - 4.3.4. Deleting Templates
  - 4.3.5. Alternate Location for Storing Templates
- 4.4. Validating Data
- 4.5. Using Pick Lists
- 4.6. Circling Invalid Data

**5. Managing Your Workbooks**

- 5.1. Objectives of Section 5
- 5.2. Auditing a Worksheet
  - 5.2.1. Error Checking Tool
  - 5.2.2. Manual Checking and Displaying Formulas
- 5.3. Correcting Worksheet Errors
  - 5.3.1. Tracing Formula Errors
  - 5.3.2. Tracing Circular References
  - 5.3.3. Using Cell Watch
  - 5.3.4. Evaluate Formulas
- 5.4. Protecting Your Workbook
  - 5.4.1. Using Passwords
  - 5.4.2. Worksheet Protection
  - 5.4.3. Workbook Protection
  - 5.4.4. Protecting Files
- 5.5. Using AutoRecover

**6. Using Analysis Tools**

- 6.1. Objectives of Section 6
- 6.2. What-If Analysis
- 6.3. Using the Goal Seeking Tool
- 6.4. Using the Solver
- 6.5. Using a Data Table
  - 6.5.1. Single Variable Data Tables
  - 6.5.2. Two-variable Data Table
  - 6.5.3. Multiple Formulas in a Data Table
- 6.6. Using Trendlines
  - 6.6.1. Creating a Trendline
  - 6.6.2. Looking at Trendline Options
- 6.7. Using PivotTables
  - 6.7.1. Creating a PivotTable
  - 6.7.2. Creating a PivotChart
- 6.8. Modifying Field Positions
- 6.9. Modifying Data Field Options
- 6.10. Analysis ToolPak
- 6.11. Working with Scenarios
  - 6.11.1. Creating Scenarios
  - 6.11.2. Using Scenarios
  - 6.11.3. Creating Scenario Summaries

**7. Collaborating with Others**

- 7.1. Objectives of Section 7
- 7.2. Consolidating Data
- 7.3. Looking at Workgroup Functions
  - 7.3.1. Creating a Shared Workbook
  - 7.3.2. Resolving Shared Workbook Conflicts
  - 7.3.3. Tracking Changes
  - 7.3.4. Showing History of Changes
  - 7.3.5. Removing Shared Use of Workbooks
- 7.4. Merging Workbooks
- 7.5. Linking Worksheets & Workbooks
  - 7.5.1. Creating Linked Workbooks
  - 7.5.2. Managing the Links
  - 7.5.3. Removing the Links
- 7.6. Changing and Displaying Workbook Properties

**8. Importing and Exporting Data**

- 8.1. Objectives of Section 8
- 8.2. Save as Web Page
- 8.3. Importing Data
  - 8.3.1. Importing Text Files
  - 8.3.2. Importing from Other Applications
  - 8.3.3. Importing Using a Web Query
  - 8.3.4. Importing from a Web Page
- 8.4. Using XML
  - 8.4.1. Exporting Data as XML Spreadsheet
  - 8.4.2. Importing an XML Data File
  - 8.4.3. Managing Elements and Attributes
  - 8.4.4. Changing XML View Options
  - 8.4.5. Managing XML Maps
  - 8.4.6. Exporting Data Using an XML Maps

**9. Using Macros & Custom Forms**

- 9.1. Objectives of Section 9
- 9.2. Customizing Toolbars
  - 9.2.1. Adding and Deleting Toolbar Buttons
  - 9.2.2. Modifying Toolbar Buttons
  - 9.2.3. Creating a Custom Toolbar or Menu
- 9.3. Using Macros in Excel
  - 9.3.1. Creating and Using a Macro
  - 9.3.2. Opening a Workbook Containing a Macro
  - 9.3.3. Editing a Macro
  - 9.3.4. Adding Macros to Toolbars
- 9.4. Using Digital Certificates
  - 9.4.1. Creating a Digital Certificate
  - 9.4.2. Apply Digital Certificate to Macro
  - 9.4.3. Applying a Digital Certificate to a Workbook
  - 9.4.4. Removing a Digital Certificate
- 9.5. Creating Forms with Controls
  - 9.5.1. Adding Controls to a Worksheet
  - 9.5.2. Using Spin Buttons or Scroll Bars
  - 9.5.3. Using Check Boxes or Option Buttons
  - 9.5.4. Using List Boxes or Combo Boxes
- 9.6. Changing Excel Options