



COMPUTER TRAINING NETWORK

# Excel 2003 Intermediate

**COURSE DESCRIPTION:** This course teaches intermediate-level features and functions of Excel 2003. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates. This course is approved courseware for Microsoft Office Specialist certification.

**COURSE LENGTH:** 7 hours

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Topic B: Expert exam objectives