



Excel 2003 Intermediate

Computer Skills

LC Notebook Tab VII Agenda

1:00 PM	Welcome & Introductions
	Functions and Formulas
	----- B R E A K (5 min.) -----
	Charting Data
	Sorting and Filtering Data
3:30 PM	Wrapup and Adjournment

Objectives. By the end of this session, participants will be able to:

- 1. Be able to create and apply formulas and functions.
- 2. Be able to create and modify tables and graphs.
- 3. Be able to sort and filter data.

Handout Quick Table of Contents:

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Entering formulas	p. 4	AutoFill	p. 8	Pie charts	p. 13
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Pasting formulas	p. 5	Chart definitions	p. 9	Sorting data	p. 15
Formatting currency	p. 6	Quick charts	p. 9	Filtering data	p. 15

For additional information regarding the workshop and/or materials used for it, please contact the UM Libraries' Learning Curriculum Team at lib-learning@umd.edu.

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Workshop facilitated by Maggie Saponaro