

# MICROSOFT EXCEL 2003

## **The Fundamentals**

- Starting Excel
- What's New in Excel 2003?
- Understanding the Excel Program Screen
- Using Menus
- Using Toolbars and Creating a New Workbook
- Filling Out Dialog Boxes
- Keystroke and Right Mouse Button Shortcuts
- Opening a Workbook
- Saving a Workbook
- Moving the Cell Pointer
- Navigating a Worksheet
- Entering Labels in a Worksheet
- Entering Values in a Worksheet and Selecting a Cell Range
- Calculating Value Totals with AutoSum
- Entering Formulas
- Using AutoFill
- Previewing and Printing a Worksheet
- Getting Help from the Office Assistant
- Changing the Office Assistant and Using the "What's This" Button
- Closing a Workbook and Exiting Excel

## **Editing a Workbook**

- Entering Date Values and using AutoComplete
- Editing, Clearing, and Replacing Cell Contents
- Cutting, Copying, and Pasting Cells
- Moving and Copying Cells with Drag and Drop
- Collecting and Pasting Multiple Items
- Working with Absolute and Relative Cell References
- Using the Paste Special Command
- Inserting and Deleting Cells, Rows, and Columns
- Using Undo, Redo, and Repeat
- Checking Your Spelling
- Finding and Replacing Information
- Advanced Printing Options
- File Management
- Inserting Cell Comments
- Understanding Smart Tags
- Recovering Your Workbooks

## **Formatting a Worksheet**

- Formatting Fonts with the Formatting Toolbar
- Formatting Values
- Adjusting Row Height and Column Width
- Changing Cell Alignment
- Adding Borders

- Applying Colors and Patterns
- Using the Format Painter
- Using AutoFormat
- Creating a Custom Number Format
- Creating, Applying, and Modifying a Style
- Formatting Cells with Conditional Formatting
- Merging Cells, Rotating Text, and using AutoFit
- Finding and Replacing Formatting

## **Creating and Working with Charts**

- Creating a Chart
- Moving and Resizing a Chart
- Formatting and Editing Objects in a Chart
- Changing a Chart's 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

## **Managing Your Workbooks**

- Switching Between Sheets in a Workbook
- Renaming and Moving Worksheets
- Working with Several Workbooks and Windows
- Splitting and Freezing a Window
- Referencing External Data
- Creating Headers, Footers, and Page Numbers
- Specifying a Print Area and Controlling Page Breaks
- Adjusting Page Margins and Orientation
- Adding Print Titles and Gridlines
- Changing the Paper Size and Print Scale
- Protecting a Worksheet
- Hiding Columns, Rows and Sheets
- Viewing a Worksheet and Saving a Custom View
- Working with Templates
- Consolidating Worksheets

## **More Functions and Formulas**

- Formulas with Several Operators and Cell Ranges
- Using the Insert Function Feature
- Creating and Using Range Names
- Selecting Nonadjacent Ranges and Using AutoCalculate
- Using the IF Function to Create Conditional Formulas
- Using the PMT Function
- Displaying and Printing Formulas
- Fixing Formula Errors
- Mathematical Functions (Reference)
- Financial Functions (Reference)
- Date and Time Functions (Reference)

Statistical Functions (Reference)  
Database Functions (Reference)

### **Working with Lists**

Creating a List  
Using the Data Form to Add Records  
Finding Records  
Deleting Records  
Sorting a List  
Filtering a List with the AutoFilter  
Creating a Custom AutoFilter  
Filtering a List with an Advanced Filter  
Copying Filtered Records  
Using Data Validation

### **Automating Tasks with Macros**

Recording a Macro  
Playing a Macro and Assigning a Macro a Shortcut Key  
Adding a Macro to a Toolbar  
Editing a Macro's Visual Basic Code  
Inserting Code in an Existing Macro  
Declaring Variables and Adding Remarks to VBA Code  
Prompting for User Input  
Using the If...Then...Else Statement

### **Working with Other Programs**

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

### **Using Excel with the Internet**

Adding and Working with Hyperlinks  
Browsing Hyperlinks and using the Web Toolbar  
Saving a Workbook as a Non-Interactive Web Page  
Saving a Workbook as an Interactive Web Page  
Import an External Data Source  
Refresh a Data Source and Set Data Source Properties  
Create a New Web Query

## **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

## **What-If Analysis**

- Defining a Scenario
- Creating a Scenario Summary Report
- Using a One and Two-Input Data Table
- Understanding Goal Seek
- Using Solver

## **Advanced Topics**

- Hiding, Displaying, and Moving Toolbars
- Customizing Excel's 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