

## **Spreadsheets**

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness of Spreadsheets

## **Excel 2003 Orientation**

- Starting Microsoft Excel 2003
- The Excel 2003 Screen
- Understanding the Workbook
- Moving the Cell Pointer
- Moving about the Workbook
- Using Go To
- Menus & Toolbars
- Using Menus & Toolbars
- Using Context Sensitive Menus
- Exiting Excel

## **A Simple Workbook**

- Creating a New Workbook
- Entering Date in a Workbook
- Saving a New Workbook
- Opening a Saved Workbook
- Creating an Input Range
- Saving your Work
- Essential Formatting
- Column Best Fit
- Closing a Workbook

## **Selecting Ranges**

- Selecting contiguous Ranges
- Selecting Non-contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations

## **Formulas**

- Understanding Formulas
- Formulas that Add
- The Sum Function
- Formulas that Subtract
- Formulas that Multiply & Divide
- Referential Formulas
- What If Formulas
- More Complex Formulas
- Formula Error Checking
- Common Error Messages

## **Copying & Filling**

- Understanding Copying in Excel
- Using Fill for Quick Copying
- Copying from One Cell to Another
- Copying from One Cell to Multiple cells
- Copying from Many Cells to Many Cells
- Copying Relative Formulas

## **Working with Functions**

- Functions
- Typing a Sum Function
- Summing Non-contiguous Ranges
- Calculating an Average
- The Maximum Function
- The Minimum Function

## **Printing**

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling to Fit
- Printing to Multiple Pages
- Creating Page Headers & Footers
- Formatting Headers & Footers
- Printing Formulas

## ***Charting***

- Using the Chart Wizard
- Choosing the Chart Type
- Changing the Chart Type
- Modifying a Chart
- Printing a Chart
- Creating a Pie Chart
- Creating a Bar Chart
- Moving a Chart
- Deleting a Chart

## ***Working with Workbooks***

- The Open Dialog Box
- Opening a Workbook
- Closing a Workbook
- Opening Multiple Workbooks
- Working with Multiple Workbooks
- Opening Recently Used Workbooks

## ***Working with Worksheets***

- Copying a Worksheet
- Renaming Worksheets
- Moving Worksheets
- Inserting & Deleting Worksheets
- Grouping Worksheets

## ***Adjusting a Worksheet***

- Inserting Cells
- Deleting Cells
- Inserting Columns
- Inserting Rows
- Deleting Rows & Columns
- Resizing Columns
- Hiding Gridlines

## ***Viewing Worksheets***

- Freezing Columns & Rows
- Splitting Windows
- Using Zoom
- Hiding Rows & Columns

## ***Formatting Cells***

- Using the Font Tools
- Using the Alignment Tools
- Using the Number Tools
- The Format Cells Dialog Box
- Formatting Fonts Using the Menu
- Superscript Subscript & Strikethrough
- Changing Horizontal Alignment
- Centering across a Selection
- Wrapping Text
- Changing Text Orientation
- Changing Vertical Alignment
- Formatting Dates
- Formatting Numbers
- Formatting Currency
- Creating Custom Formats
- Borders & Shading
- Clearing Cell Formats

## ***Absolute Referencing***

- Absolute & Relative Referencing
- Problems with Relative Formulas
- Tracing Precedents
- Creating Absolute References
- Creating Mixed References
- Circular References

## ***Filling Series***

- Filling a Series
- Filling a Growth Series
- Filling a Series Backwards
- Filling Using Options
- Creating a Custom Series
- Modifying & Deleting Custom Series

## **Using Names**

- Names explained
- Creating Names Using the Name Box
- Using Names to Select Cells
- Using Names in Formulas
- Creating Names between Workbooks
- Creating Names for Constants
- Creating a List of Names
- Changing the Range for Names
- Deleting Names

## **Logical Functions**

- Logical Function Concepts
- Displaying Information Using IF
- Displaying Values using IF
- Nesting an IF Function
- Using the AND Function
- Using the OR Function
- Using the NOT Function

## **Lookup Functions**

- Requirement of Lookup functions
- The CHOOSE Function
- The ISERROR Function
- The VLOOKUP Function
- Testing Lookup Functions
- Using VLOOKUP for Exact Matches
- The Index Function

## **Sorting**

- Performing a Simple Sort
- Sorting on More than One Column
- Sorting Numbers
- Sorting by Rows

## **AutoFilter**

- Applying & Using AutoFilter
- Creating Compound Filters
- Creating Custom Filters
- Multiple Value Criteria
- Using Wildcards in Custom Criteria

## **Nesting Functions**

- Scoping a Formula
- Developing a Nested Function
- Creating a Nested Function
- Editing Formulas with Nested Functions
- Copying a Formula with Nested Functions
- Concatenation

## **Advanced Filters**

- Advanced Filter Concepts
- Using an Advanced Filter
- Extracting Records with Advanced Filter
- Using Formulas in Criteria
- Using Database Functions

## **Validations**

- Validation Techniques
- Data Validation by Number Range
- Testing Data Validation
- Input Messages
- Creating Error Alerts
- Creating Drop-down Lists
- Using Formulas as Validation Criteria
- Number Formats with Built-in Logic
- Conditional Formatting
- Copying Data Validation Settings

## **Goal Seeking**

- Goal Seeking Components
- Using Goal Seeking

## **Data Tables**

- Using a Simple What-If Model
- Creating a One-Variable Table
- Using One-Variable Data Tables
- Creating a Two-Variable Data Table

## **Scenarios**

- Creating a Default Scenario
- Creating Scenarios
- Using Names in Scenarios
- Displaying Scenarios
- Creating a Scenario Summary Report
- Merging Scenarios

## **PivotTables**

- PivotTable Theory
- Creating a Simple PivotTable
- Adding a Row Field to a PivotTable
- Using the Page Field in a PivotTable
- Filtering Row & Column Values
- Formatting a PivotTable
- Counting with PivotTables
- PivotTable Summary & Display Options
- Show Data as Percentages in PivotTables
- Calculated Fields in PivotTables
- Calculated Items in PivotTables
- Creating a PivotChart
- Modifying a PivotChart via the PivotTable

## **Linking Workbooks**

- Linking Data in Excel
- Linking within a Workbook
- Linking between Workbooks
- Updating Links between Workbooks

## **Consolidation**

- Consolidating Data with Identical Layouts
- Consolidating Data with different Layouts
- Consolidating data using a PivotTable

## **Excel on the Web**

- Previewing Workbooks as Web Pages
- Publishing a Static Worksheet
- Adding to an Existing Web Page
- Publishing an Interactive Web Page

## **Summarising Data**

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals with AutoFilter
- Installing the Conditional Sum Wizard
- Using the Conditional Sum Wizard
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals
- Macro Virus Control
- Opening Workbooks with Macros
- Setting Macro Security Levels
- Trusting Publishers
- Creating a Digital Signature
- Removing a Trusted Publisher
- Recorded Macros
- Setting Macro Security Levels
- Recording a Simple Macro
- Running a Recorded Macro
- Relative Cell References
- Running a Macro with Relative References
- Viewing a Macro Module
- Modifying a Recorded Macro

## **Recorder Workshop**

- Preparing Data for an Application
- Recording a Summation Macro
- Recording Consolidations
- Recording Divisional Macros
- Testing Macros
- Creating Objects to Run Macros
- Assigning a Macro to an Object