

Microsoft Office Excel 2003

Level 1

1.1 Overview

Lab - Enter and Edit Cell Content

1.2 Data Entry Tools

Lab - Navigate to Specific Cell Content

1.3 Using Office Tools

1.4 Inserting Graphics

Lab - Insert, Position, and Format a Graphic

1.5 Using the AutoFilter Tool

Lab - Filter Data Using AutoFilter

1.6 Data Sorting Tools

Lab - Sort a List

1.7 Inserting Formulas

Lab - Insert and Modify a Formula

1.8 Using Advanced Functions

1.9 Formatting Cells

Lab - Apply and Modify a Cell Format

1.10 Row and Column Styles

1.11 Applying Templates

1.12 Editing and Moving Cell Content

Lab - Insert, Delete, and Move Cells

1.13 Working with Worksheets

Lab - Rename and Reorder Worksheets

1.14 Links and Hyperlinks

Lab - Create a Link

1.15 Arrange Window Layout

Lab - Customize Window Layout

1.16 Print Page Setup

Lab - Add a Header and Change Print Margin

1.17 Using Print Preview Lab - Print a Selection from a Worksheet

1.18 Summary

Level 2

1.1 Overview

Lab - Apply Subtotals

1.2 Using Advanced Filters

Lab - Define and Apply Advanced Filters

1.3 Data Validation Tools

1.4 Creating and Modifying Lists

Lab - Create and Modify a List

1.5 Using Scenarios

1.6 Automated Data Analysis Tools

Lab - Perform Data Analysis

1.7 Setup PivotTables

Lab - Create a PivotTable

1.8 Reference Functions

1.9 Working with Database Functions

1.10 Error Tracking Tools

Lab - Audit a Formula

1.11 Setting Up Name Ranges

Lab - Define and Apply a Named Range

1.12 Working with Data Formats

1.13 Conditional Formatting

Lab - Use Conditional Formatting

1.14 Summary

Level 3

1.1 Overview

1.2 PivotCharts

Lab - Create and Modify a PivotChart

1.3 Collaboration Tools

Lab - Insert and Edit a Comment

1.4 Protection Features

1.5 Tracking Changes

Lab - Track Changes to a Workbook

1.6 Managing Changes

1.7 Importing and Exporting Data

1.8 Consolidating Data

1.9 Publishing to the Web

Lab - Save a Workbook as a Web Page

1.10 Working with XML Data

1.11 Customizing Excel

1.12 Create and Edit Macros

1.13 Summary