

Microsoft Excel 2003

Custom Computers & Consulting
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Beginning (6-8 hours)

- Spreadsheet Basics
- Excel Basics (Screen, Menu)
- Navigating Within a Worksheet
- Changing the View
- Using Help
- Entering, Editing, Deleting & Undeleting Data
- Working with Blocks
- Adjusting Column Widths & Row Height
- Creating & Filling Formulas
- Entering Natural Language Formulas
- Auto Fill
- Using the Spell Checker
- Saving, Opening & Printing Workbooks
- Setting Print Options
- Copying & Moving (Drag & Drop)
- The Office Clipboard
- Formatting (Alignment, Attributes, Borders)
- Inserting & Deleting Rows/Columns
- Using Built-In Functions
- Customizing Cell Formats
- AutoFormat
- The Format Painter
- Working with Charts
- Absolute Addressing
- Document Recovery
- Using & Creating Templates
- Using Smart Tags

Intermediate (6-8 hours)

- Find/Replace
- Using Block Names
- Working With Dates
- Advanced Functions
- Creating a Database
- Sorting Records
- AutoFilter & Custom Filters
- Using a Data Form
- Working with Macros

- Creating an Array Formula
- Linking Files
- Creating a Workspace
- Protecting Blocks/Worksheets
- Freezing Panes
- Splitting the Screen
- Hiding Columns/Blocks
- Multiple Worksheets & Tabs
- Working with Chart Sheets
- Hyperlinks
- File Management
- Sharing Workbooks
- Tracking Changes
- Routing a Workbook
- Conditional Formatting
- Formatting Shortcuts
- Custom Formats

Advanced (6-8 hours)

- Creating Outlines
- Pivot Tables & Pivot Charts
- Advanced Chart Options
- Adding Clipart, Graphic Files, AutoShapes
- Using Excel's Drawing Tools
- Adding Word Art
- Using the Goal Seeker
- Creating Scenarios
- Cell Comments
- Adding an Outlook Task
- Shared Workbooks
- Reviewing Workbooks
- Sending Workbooks
- Consolidating Data
- Importing & Exporting
- Customizing the Toolbar
- Working with Styles
- Custom Views
- File Properties
- Setting Program Options
- Sending Workbooks
- Creating Web Pages

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