



Excel 2003 Topics

Beginner

An Overview of Excel
Navigate in Excel
Enter Data
Save a Workbook
Obtain Help

Move and Copy Data Between Cells
Fill Cells with Series of Data
Insert and Delete Cells, Columns, and Rows
Find, Replace, and Go To Cell Data
Spell Check a Worksheet

Create Basic Formulas
Calculate with Functions
Create an Absolute Reference

Change Font Size and Type
Add Borders and Color to Cells
Change Column Width and Row Height
Merge Cells

Apply Number Formats
Create a Custom Number Format
Align Cell Contents
Find and Replace Formats
Apply an AutoFormat
Apply Styles

Format Worksheet Tabs
Reposition Worksheets in a Workbook
Insert and Delete Worksheets
Copy and Paste Worksheets
Copy a Workbook

Create a Header and a Footer
Set Page Margins
Change Page Orientation
Insert and Remove Page Breaks
Print a Range

Split a Worksheet
Freeze and Unfreeze Rows and Columns
Hide and Unhide Worksheets

Intermediate

Create a Custom Template
Working with Comments
Create a Hyperlink
Use Web-based Research Tools

Create a Chart
Format Chart Items
Change the Chart Type
Create a Diagram

Insert Graphics
Create AutoShapes
Format Graphic Objects
Change the Order of Graphic Objects
Group Graphic Objects
Move, Copy, and Resize Graphic Objects

Create and Apply a Name for a Range of Cells
Calculate Across Worksheets
Calculate with Date and Time Functions
Calculate with Financial Functions
Calculate with Statistical Functions
Calculate with Lookup and Reference Functions
Calculate with Logical Functions

Sort Data Lists
Filter Data Lists
Create and Apply Advanced Filters
Calculate with Database Functions
Add Subtotals to a Worksheet

Export Excel Data
Publish a Worksheet to the Web
Import Data from the Web
Create a Web Query



Advanced

Create a Macro
Edit a Macro
Customize Access to Excel Commands
Apply Conditional Formatting
Add Data Validation Criteria
Update a Workbook's Properties
Modify Excel's Default Settings

Protect Files
Share a Workbook
Set Revision Tracking
Review Tracked Revisions
Merge Workbooks
Adjust Macro Settings
Administer Digital Signatures

Trace Cell Precedents
Trace Cell Dependents
Locate Errors in Formulas
Locate Invalid Data and Formulas
Watch and Evaluate Formulas
Group and Outline Data

Create a Trendline
Create Scenarios
Perform What-If Analysis
Develop a PivotTable® Report
Develop a PivotChart® Report
Perform Statistical Analysis with the Analysis
ToolPak

Create a Workspace
Consolidate Data
Link Cells in Different Workbooks
Edit Links

Export to Microsoft Word
Import a Word Table
Import Text Files

Develop XML Maps
Import, Add, and Export XML Data
Manage XML Workbooks
Apply XML View Options