



Microsoft Excel 2003 Intermediate

REVIEWING FORMULAS

- Entering Formulas
- Using the AutoSum Button
- Using Basic Functions
- Using the Formula Palette
- Using the AutoCalculate & Range Finder

USING AUTOMATIC FORMATTING & STYLES

- Using Automatic Formatting Features
- Applying an Autoformat
- Changing AutoFormat Options
- Extending Lists Formats & Formulas
- Creating a New Style
- Applying a Style
- Modifying & Merging Styles

USING LARGE WORKSHEETS

- Using Zoom Magnification
- Switching to Full Screen View
- Splitting/Removing Split Windows
- Freezing/Unfreezing the Panes

WORKING WITH MULTIPLE WORKSHEETS

- Creating Multiple Worksheets
- Renaming Worksheets
- Selecting/Grouping Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting & Deleting Worksheets
- Printing Selected Worksheets

MANAGING WORKSHEETS

- Copying & Moving Worksheets
- Using Grouped Worksheets
- Moving Data between Worksheets
- Copying Data between Worksheets
- Creating 3-D Formulas

USING AUTOFILTERS

- Enabling/Disabling AutoFilter
- Filtering a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter

WORKING WITH LABELS IN FORMULAS

- Using Labels in Formulas
- Using Labels to Define a Range
- Using Multiple Stacked Headings
- Referring to Individual Cells

USING RANGE NAMES

- Working with Range Names
- Jumping to a Named Range
- Using Range Names & Formulas
- Creating Range Names from Headings
- Applying & Deleting Range Names
- Using Range Names in 3-D Formulas
- Creating 3-D Range Names
- Using 3-D Range Names in Formulas

USING OTHER FUNCTIONS

- Using Function Arguments
- Using Financial Functions
- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas

MANAGING DATA

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding & Replacing Data
- Finding & Replacing Cell Formats

MANAGING FILES

- Changing Workbook Properties
- Using Basic & Advanced Search
- Clearing Query Clauses
- Selecting File Views
- Sorting Excel Files

USING HTML FILES

- Previewing a Web Page
- Creating a Hyperlink
- Saving a Worksheet as a Web Page