



## Microsoft Excel 2003 Pivot Tables & Database Features

### WORKING WITH DATABASES

- Creating/Modifying a Database
- Sorting Records by Multiple Fields
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation
- Creating Subtotal in a List
- Removing Subtotals from a List

### WORKING WITH THE DATA FORM

- Viewing the Data Form
- Viewing Records in the Data Form
- Editing Records with the Data Form
- Adding/Deleting Records from the Form
- Finding Records using Criteria
- Clearing Data Form Criteria

### WORKING WITH ADVANCED FILTERS

- Creating/Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using Advanced And Conditions
- Using Advanced Or Conditions
- Extracting Filtered Records
- Using Database Functions

### IMPORTING & EXPORTING DATA

- Exporting Data to Other Applications
- Exporting to XML
- Importing Data From Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page

### USING PASTE SPECIAL

- Copying Formats between Worksheets
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations

### SHARING WORKBOOKS

- Using & Saving a Shared Workbook
- Viewing Users Sharing a Workbook
- Viewing Shared Workbook Changes
- Changing Update Frequency
- Highlighting Changes
- Managing/Resolving Conflicts
- Creating an History Worksheet
- Reviewing Tracked Changes
- Merging Shared Workbook Files

### USING CONDITIONAL & CUSTOM FORMATS

- Applying/Changing Conditional Formats
- Adding/Deleting Conditional Formats
- Creating a Custom Format

### WORKING WITH OUTLINES

- Applying/Clearing an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline

### WORKING WITH VIEWS

- Creating a Normal View
- Creating a Custom View
- Displaying a View
- Deleting a Custom View

### CREATING PIVOTTABLES

- Creating/Formatting a PivotTable Report
- Adding/Deleting PivotTable Report Fields
- Selecting a Page Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Creating a Page Field Report
- Creating a PivotChart Report
- Publishing a PivotTable to the Web
- Using a PivotTable List