

Course Syllabus: Microsoft Excel 2003 Intermediate

Managing Your Workbooks

Switching Between Sheets in a Workbook
Inserting and Deleting Worksheets
Renaming and Moving Worksheets
Working with Several Workbooks and Windows
Splitting and Freezing a Window
Referencing External Data
Creating Headers, Footers, and Page Numbers
Specifying a Print Area and Controlling Page Breaks
Adjusting Page Margins and Orientation
Adding Print Titles and Gridlines
Changing the Paper Size and Print Scale
Protecting a Worksheet
Hiding Columns, Rows and Sheets
Viewing a Worksheet and Comparing Workbooks Side by Side
Saving a Custom View
Working with Templates
Consolidating Worksheets

More Functions and Formulas

Formulas with Several Operators and Cell Ranges
Using the Insert Function Feature
Creating and Using Range Names
Selecting Nonadjacent Ranges and Using AutoCalculate
Using the IF Function to Create Conditional Formulas
Using the PMT Function
Displaying and Printing Formulas
Fixing Formula Errors
Mathematical Functions
Financial Functions
Date and Time Functions
Statistical Functions
Database Functions

Working with Lists

Creating a List
Working with Lists and Using the Total Row
Adding Records Using the Data Form Dialog Box and Insert Row
Finding Records
Deleting Records
Sorting a List
Filtering a List with the AutoFilter
Creating a Custom AutoFilter
Filtering a List with an Advanced Filter
Copying Filtered Records
Using Data Validation

Automating Tasks with Macros

Recording a Macro
Playing a Macro and Assigning a Macro a Shortcut Key
Adding a Macro to a Toolbar
Editing a Macro's Visual Basic Code
Inserting Code in an Existing Macro
Declaring Variables and Adding Remarks to VBA Code
Prompting for User Input
Using the If...Then...Else Statement

Working with Other Programs

Inserting an Excel Worksheet into a Word Document
Modifying an Inserted Excel Worksheet
Inserting a Linked Excel Chart in a Word Document
Inserting a Graphic into a Worksheet
Opening and Saving Files in Different Formats