

**Course Syllabus:** Microsoft Excel 2003 Advanced

**Using Excel with the Internet**

Adding and Working with Hyperlinks  
Browsing Hyperlinks and using the Web Toolbar  
Saving a Workbook as a Non-Interactive Web Page  
Saving a Workbook as an Interactive Web Page  
Import an External Data Source  
Refresh a Data Source and Set Data Source Properties  
Create a New Web Query

**Data Analysis and PivotTables**

Creating a PivotTable  
Specifying the Data a PivotTable Analyzes  
Changing a PivotTable's Calculation  
Selecting What Appears in a PivotTable  
Grouping Dates in a PivotTable  
Updating a PivotTable  
Formatting and Charting a PivotTable  
Creating Subtotals  
Using Database Functions  
Using Lookup Functions  
Grouping and Outlining a Worksheet

**What-If Analysis**

Defining a Scenario  
Creating a Scenario Summary Report  
Using a One and Two-Input Data Table  
Understanding Goal Seek  
Using Solver

**Advanced Topics**

Hiding, Displaying, and Moving Toolbars  
Customizing Excel's Toolbars  
Sending Faxes  
Creating a Custom AutoFill List  
Changing Excel's Options  
Password Protecting a Workbook  
File Properties and Finding a File  
Sharing a Workbook and Tracking Changes  
Merging and Revising a Shared Workbook  
Using Detect and Repair