

Course Outline

Microsoft Excel 2003

Course Description:

Explore formulas and calculations in Excel. Learn how to navigate between worksheets and workbooks. Tips & tricks for entering and formatting numbers and text. Create professional databases, charts, and pivot tables to analyze and summarize data. Apply protection to limit access for sensitive and confidential reports.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- Overview
- Worksheets & Workbooks (Inserting, Renaming, Moving, and Grouping)
- Rows & Columns (Selecting, Adjusting Height/Width, Freezing, Splitting)
- Formulas (Sum, Average, Count, Max, Min)
- Cells & Formatting (Borders, Format Painter, AutoFormat)
- Order of Operations
- Database management (Sort, Filter, Outline, Group, Subtotal)
- Conditional Formatting
- Absolute References
- Page Setup, Views, and Printing

Intermediate/Advanced Level:

- Review of Intro Level
- Customizing Excel Options
- Advanced Formulas (IF, CountIF, SumIF, Text/Database Formulas) and named ranges
- Linking worksheets and workbooks
- Links (Hyperlink, Bookmark, Cross-reference)
- Data Tools (Text-to-Columns, Data Validation, Goal Seek)
- Protection (Passwords, Read Only access)
- Charts (Creating, modifying)
- Pivot Tables
- Macro's

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