



Excel 2003 is a feature-rich worksheet program. As you learn more about Excel, you will notice that there are several ways to do most worksheet tasks. In this class, you will learn more efficient ways to use Excel. You will improve your formula writing skills.

This class will provide you with the tools you need to produce accurate, complex worksheets. You will learn to audit worksheets, protect and unprotect worksheet cells, and write IF statements. You will also use an Excel list or database to manage large lists. In Excel 2003, the list feature is refined and easy to use. You can type a large amount of data and sort and filter the data quickly to display or print only the data you need.

## PREREQUISITES

- Introduction to Windows or equivalent experience
- Microsoft Excel 2003 Introduction

## CONTENT

- Use relative and absolute cell addresses
- Copy data to a predefined range
- Use Goal Seek
- Audit a worksheet
- Use comments in a worksheet
- Use AutoFill
- Use Dates in functions
- Use the TODAY function
- Use IF and OR functions
- Use the Insert Function Dialog Box
- Conditional Formatting
- Create Lists
- Use List Features
- Sort on one column or multiple columns
- Filter list data to select specific date
- Filter with custom criteria
- Advanced Filters
- Remove a filter
- Show all data in a list
- Use AutoFilter
- Use Subtotals
- Data Validation
- Wrap text within cells