

# **Excel 2003 – Level 3 Outline**

## **EXCEL 2003 LEVEL 3 - INTRODUCTION**

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN EXCEL 2003?

## **LESSON 1 - IMPORTING & EXPORTING DATA**

1.1 IMPORTING EXTERNAL DATA INTO EXCEL

1.2 IMPORTING TEXT DATA INTO EXCEL

1.3 IMPORTING DATA FROM A DATABASE

1.4 EXPORTING DATA FROM EXCEL

1.5 PUBLISHING WORKSHEETS & WORKBOOKS TO THE WEB

LAB 1 – ON YOUR OWN

## **LESSON 2 - FORMATTING NUMBERS**

2.1 CREATING CUSTOM NUMBER FORMATS

2.2 USING CONDITIONAL FORMATTING

2.3 REMOVING CONDITIONAL FORMATTING

LAB 2 – ON YOUR OWN

## **LESSON 3 - WORKING WITH RANGES**

3.1 NAMING A RANGE

3.2 USING A NAMED RANGE

3.3 DELETING A NAMED RANGE

3.4 USING THE VLOOKUP FUNCTION

LAB 3 – ON YOUR OWN

## **LESSON 4 - CUSTOMIZING EXCEL**

4.1 CREATING A MACRO

4.2 RUNNING A MACRO

4.3 EDITING A MACRO

4.4 ADDING A MENU TO THE MENU BAR

4.5 ADDING COMMANDS TO A MENU

4.6 ADDING BUTTONS TO A TOOLBAR

LAB 4 – ON YOUR OWN

## **LESSON 5 - DATA ANALYSIS TOOLS**

### **5.1 TRACING FORMULA PRECEDENTS**

5.2 TRACING CELL DEPENDENTS

5.3 TRACING AND FIXING ERRORS

5.4 CREATING A PIVOTTABLE

5.5 REARRANGING A PIVOTTABLE

5.6 AUTOFORMATTING A PIVOTTABLE

5.7 FILTERING PIVOTTABLE DATA

5.8 CREATING A PIVOTCHART

LAB 5 – ON YOUR OWN

## **LESSON 6 - SUMMARIZING DATA**

6.1 ADDING SUBTOTALS TO A LIST

6.2 NESTING SUBTOTALS

6.3 APPLYING ADVANCED FILTERS

6.4 ADDING GROUP AND OUTLINE CRITERIA TO RANGES

6.5 USING DATA VALIDATION

6.6 CREATING XML WEB QUERIES

LAB 6 – ON YOUR OWN

## **LESSON 7 - WHAT-IF DATA ANALYSIS**

7.1 USING GOAL SEEK

7.2 USING SOLVER

7.3 CREATING & DISPLAYING SCENARIOS

LAB 7– ON YOUR OWN

## **LESSON 8 - WORKGROUP COLLABORATION**

8.1 LOCKING/UNLOCKING CELLS IN A WORKSHEET

8.2 PROTECTING A WORKSHEET

8.3 PROTECTING A WORKBOOK

8.4 CREATING A SHARED WORKBOOK

8.5 TRACKING CHANGES TO A WORKBOOK

8.6 ACCEPTING AND REJECTING CHANGES TO A WORKBOOK

8.7 PASSWORD PROTECTING A WORKBOOK

8.8 MERGING WORKBOOKS

LAB 8 – ON YOUR OWN