

1. VIEWING WORKSHEETS

CUSTOMIZING VIEW OPTIONS
DISPLAYING AND CUSTOMIZING TOOLBARS
HIDING WORKBOOKS AND WORKSHEETS
FREEZING PANES
GROUPING AND UNGROUPING WORKSHEETS

2. MORE FORMATTING TECHNIQUES

USING STYLES
CONDITIONAL FORMATTING
USING THE FORMAT PAINTER
USING GUIDELINES
HIDING AND DISPLAYING CELLS

3. MORE FORMULAS AND FUNCTIONS

USING THE SERIES COMMAND
USING THE INSERT FUNCTION WIZARD
USING THE EXCEL FUNCTION CATEGORIES
CORRECTING FORMULAS
USING THE FORMULA ERROR CHECKER
USING THE FORMULA AUDITING TOOLBAR
USING THE WATCH WINDOW
Using the Watch Window

4. DATABASE AND LIST MANAGEMENT

USING DATABASES
CREATING AND EDITING A DATABASE
SORTING A DATABASE
USING AUTOFILTERS
USING ADVANCED FILTERS
WORKING WITH FILTERED DATA
USING DATA FORMS

5. CHARTS

USING THE CHART WIZARD
USING THE CHART TOOLBAR
WORKING WITH CHARTS
FORMATTING THE CHART

6. DRAWING AND PICTURE OBJECTS

USING THE DRAWING TOOLBAR
WORKING WITH AUTOSHAPES
CREATING TEXT BOXES
ADDING PICTURES
LAYERING OBJECTS
GROUPING AND UNGROUPING OBJECTS

7. EXCEL 2003 AND OTHER APPLICATIONS

CONVERTING FILES FROM OTHER APPLICATIONS
COPYING DATA FROM ANOTHER APPLICATION
EMBEDDING AND LINKING OBJECTS
USING HYPERLINKS
MANAGING LINKS