

## **Excel 2003 Advanced**

### **1. INTRODUCTION TO MICROSOFT EXCEL 2003**

WHAT IS EXCEL?  
EXCEL FILE TYPES  
EXCEL ENVIRONMENT  
TOOLBARS  
OFFICE ASSISTANT  
WORKBOOKS AND WORKSHEETS  
CREATING AND OPENING WORKBOOKS  
WORKING WITH WORKBOOKS  
WORKING WITH WORKSHEETS  
WORKING WITH CELLS  
NAVIGATING WITHIN A WORKSHEET  
NAVIGATING THE WORKBOOK

### **2. SPREADSHEET DATA**

ENTERING DATA  
USING TIME SAVING FEATURES  
CHECKING THE SPELLING

### **3. FORMATTING AND CUSTOMIZING DATA**

SELECTING ITEMS IN EXCEL  
FORMATTING TEXT  
FORMATTING NUMBERS  
MANIPULATING DATA  
FORMATTING COLUMNS AND ROWS  
ADDING AND EDITING BORDERS  
USING AUTOFORMAT

### **4. EDITING SPREADSHEETS**

CUTTING, COPYING, AND PASTING  
INSERTING AND DELETING  
USING FIND AND REPLACE  
USING UNDO AND REDO

### **5. FORMULAS AND FUNCTIONS**

ENTERING FORMULAS  
ENTERING FUNCTIONS  
USING NAMED CELLS AND RANGES IN FORMULAS

### **6. PRINTING**

USING PAGE SETUP  
MARGINS  
HEADERS AND FOOTERS  
PRINTING A SPREADSHEET