



## **Excel 2003 Advanced**

### **1.0 Working with Formulas**

- 1.1 Using Standard Formulas
- 1.2 Using Conditional Formulas
- 1.3 Reviewing Basic Functions
- 1.4 Including Data from Other Workbooks
- 1.5 Reviewing Macros
- 1.6 Using Formula Auditing
- 1.7 Chapter Review Test

### **2.0 Advanced Formatting**

- 2.1 Sorting Data
- 2.2 Hiding Data
- 2.3 Merging Cells
- 2.4 Formatting Tabs
- 2.5 Including Comments
- 2.6 Using Smart Documents
- 2.7 Adding Header and Footer Details
- 2.8 Editing and Proofing Data
- 2.9 Chapter Review Test

### **3.0 Managing Data**

- 3.1 Using Pivot Tables
- 3.2 Searching for Data
- 3.3 Using Find and Replace
- 3.4 Importing Data
- 3.5 Exporting Data
- 3.6 Working with Multiple Windows
- 3.7 Using Conditional Formatting
- 3.8 Collaborating with Other Users
- 3.9 Protecting Your Data
- 3.10 Chapter Review Test

### **4.0 Working with Charts**

- 4.1 Reviewing Types of Charts
- 4.2 Creating a Chart
- 4.3 Editing Charts
- 4.4 Protecting Your Data
- 4.5 Chapter Review Test

### **5.0 Working with Images**

- 5.1 Including Images
- 5.2 Managing Images
- 5.3 Using Clipart
- 5.4 Working with Diagrams and Objects
- 5.5 Including Symbols
- 5.6 Chapter Review Test