



Excel 2003 Basic

1.0 Interface Review and Basic Tasks

- 1.1 Using the Standard Toolbar
- 1.2 Using the Formatting Toolbar
- 1.3 Customizing the Toolbar
- 1.4 Reviewing the Menus
- 1.5 Managing Workbooks
- 1.6 Working with Cells
- 1.7 Saving a File
- 1.8 Establishing Document Properties
- 1.9 Customizing Excel Options
- 1.10 Chapter Review Test

2.0 Managing Data

- 2.1 Managing Worksheets
- 2.2 Using the Edit Menu
- 2.3 Working with Color
- 2.4 Applying Autoformatting
- 2.5 Changing the View and Zooming
- 2.6 Using Page Setup
- 2.7 Chapter Review Test

3.0 Formatting Basics

- 3.1 Adding Borders
- 3.2 Formatting Data
- 3.3 Duplicating and Formatting Styles
- 3.4 Naming Data
- 3.5 Filtering Data
- 3.6 Aligning and Changing Position
- 3.7 Chapter Review Test

4.0 Reviewing Calculations and Templates

- 4.1 Using AutoSum
- 4.2 Reviewing More Functions
- 4.3 Including Data from Other Worksheets
- 4.4 Using Templates
- 4.5 Chapter Review Test

5.0 Saving and Printing

- 5.1 Saving Different Versions
- 5.2 Saving a Workspace
- 5.3 Maneuvering Between Folders and File Locations
- 5.4 Setting the Print Area
- 5.5 Using Print Preview
- 5.6 Printing a File
- 5.7 Chapter Review Test