

ADVANCED EXCEL 2003

SECTION 1: Getting the Most from Your Data

Lesson 1.1: Outlining and Grouping your Data

Using Automatic Outlining
Displaying and Collapsing Levels
Grouping Data Manually

SECTION 2: Subtotals

Lesson 2.1: Exploring Subtotals

What is a subtotal?
Creating Subtotals
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SECTION 3: PivotTables

Lesson 3.1: PivotTables

What Is A PivotTable?
Creating a PivotTable Frame
Specifying Data in a PivotTable
Rearranging PivotTable Data

Lesson 3.2: More on PivotTables

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Formatting a PivotTable
Refreshing a PivotTable
Charting a PivotTable
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SECTION 4: Scenarios

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Saving Multiple Scenarios

Lesson 4.2: What if Analysis

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SECTION 5: Excel and the Internet

Lesson 5.1 Excel and Hyperlinks

Hyperlinks and the Internet
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SECTION 6: Advanced Excel Tasks

Lesson 6.1: Protecting in Excel

Protecting cell - Locking
Protecting Sheets
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Lesson 6.2: Creating and Using Shared Workbooks

Sharing a Workbook
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Lesson 6.3: Creating Macros in Excel

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Lesson 6.4: Excel Form Controls

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Lesson 6.5: Advanced File Management

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Searching For Files
Protecting Personal Information
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Changing Auto-Recovery Settings

Lesson 6.7: Custom and Advanced Features in Excel

Customizing Excel by Changing Options
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SECTION 7: Web Activities and the Internet

Lesson 7.1 Excel Workbooks as Web Pages

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Lesson 7.2 Getting Data from the Internet

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