



Excel 2003: Tips & Timesavers

Overview: Students will learn timesaving techniques for working with spreadsheets and charts. Find out tips for working with multiple worksheets and workbooks. Discover some of Excel's most useful functions.

Prerequisites: Excel 2003 Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Adjusting Menus and Toolbars

Working with Adaptive Menus and Toolbars
Accessing Menu Commands from the Keyboard
Moving and Sizing Toolbars

Lesson 2: Creating Charts

Serving Up a Chart in a Flash
Dragging and Dropping Data into a Chart
Creating a Pie of Pie and Bar of Pie Chart
Adding a Data Table to a Chart

Lesson 3: Working with Worksheets

Managing Large Worksheets
Working with Multiple Worksheets

Lesson 4: Working with Multiple Workbooks

Opening and Closing Multiple Files Simultaneously
Saving a Workspace
Linking Workbooks

Lesson 5: Using Formatting Tips

Floating Formatting Palettes
Using the Format Painter
Wrapping Text in a Cell
Using Conditional Formatting
Adding Borders to a Worksheet

Lesson 6: Using AutoFill to Speed Up Your Work

Generating Series
Copying Formulas with AutoFill
Using AutoFill Shortcut Keystrokes
Creating Custom AutoFill Lists



Lesson 7: Creating Macros in Excel

Deleting a Personal Workbook Macro

Working with Macro Buttons

Lesson 8: Printing Tips

Using Page Setup Options

Working with Page Break Preview

Printing Large Worksheets

Setting a Print Area

Hiding Data before Printing

Lesson 9: Working with Excel's Functions

Using Conditional Sum and Conditional Count

Using the PMT Function

Using Online Help to Understand Excel's Functions

Lesson 10: Keyboard Shortcuts

Lesson 11: Miscellaneous Tips