

# Excel 2003 - Lvl 3

## Databases, Lists, and Charts

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### Synopsis:

This module introduces using a worksheet as a database and importing data. It includes tasks to work with labels in formulas; and work with outlines, databases, and data forms. Students will also learn how to work with advanced filters and charting; use list features, and export and import data.

### Prerequisites:

Excel 2003 - Levels 1 & 2

### Objectives:

- Work with labels in formulas
- Work with outlines
- Work with databases
- Work with the data form
- Work with advanced filters
- Use list features
- Export and import data
- Advanced charting

### This module includes:

#### Working with Labels in Formulas

- Using labels in formulas
- Using labels to define a range
- Using multiple stacked labels
- Using Labels to refer to cells

#### Working with Outlines

- Applying an outline
- Collapsing/Expanding an outline
- Modifying outline settings
- Clearing an outline
- Using auto outline

#### Working with Databases

- Using a database
- Creating a database
- Modifying a database
- Sorting records by multiple fields
- Using data validation
- Validating data using a list
- Creating a custom error message
- Removing data validation
- Creating subtotals in a list
- Removing subtotals from a list

#### Working with the Data Form

- Viewing the data form
- Viewing data form records
- Editing data form records
- Adding data form records
- Defining criteria
- Clearing data form criteria
- Deleting data form records

#### Working with Advanced Filters

- Creating a criteria range
- Using a criteria range
- Showing all records
- Using comparison criteria
- Using an advanced And condition
- Using an advanced Or condition

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Copying filtered records  
Using database functions

#### **Using List Features**

Creating a list  
Sorting and filtering a list  
Using the List menu  
Using the insert row  
Creating a total row

#### **Exporting and Importing Data**

Exporting data to other applications  
Exporting to XML  
Importing data  
Importing data from text files  
Changing external data range properties  
Importing data from other applications  
Removing the query definition  
Importing Dynamic Data from the Web  
Copying a table from a web page

#### **Advanced Charting**

Adding and removing gridlines  
Formatting gridlines  
Formatting an axis  
Changing the axis scaling  
Formatting the data series  
Adding data - different worksheets  
Using a secondary axis  
Changing data series chart types  
Adding a trendline  
Creating user-defined charts  
Applying user-defined charts

# Excel 2003 - Lvl 3

## Organization Tools

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### Synopsis:

This module introduces the skills necessary to organize Excel information. It includes tasks to use multiple workbooks, conditional and custom formats, templates, and Paste Special. Students will also learn how to customize Excel preferences, use worksheet protection, and share workbooks.

### Prerequisites:

Excel 2003 - Levels 1 & 2

### Objectives:

- Use multiple workbooks
- Use conditional and custom formats
- Use templates
- Use Paste Special
- Customize Excel preferences
- Use worksheet protection
- Share workbooks

### This module includes:

#### Using Multiple Workbooks

- Opening multiple workbook windows
- Cascading open workbook windows
- Activating cascaded workbook windows
- Tiling open workbook windows
- Activating tiled workbook windows
- Comparing workbooks side by side
- Copying data between workbooks
- Saving a workspace
- Closing all open workbooks
- Opening a workspace
- Linking workbooks
- Opening linked workbooks

#### Using Conditional and Custom Formats

- Applying conditional formats
- Changing a conditional format
- Adding a conditional format
- Deleting a conditional format
- Creating a custom format

#### Using Templates

- Working with templates
- Saving a workbook as a template
- Using a template
- Editing a template
- Inserting a new worksheet
- Deleting a template
- Creating default templates
- Finding online templates

#### Using Paste Special

- Working with Paste Special
- Copying values between worksheets
- Copying formulas between worksheets
- Performing mathematical operations

#### Customizing Excel Preferences

- Setting View options
- Setting Edit options
- Setting manual calculation

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### Organization Tools

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Resetting automatic calculation  
Setting General options

#### **Using Worksheet Protection**

Unlocking cells in a worksheet  
Protecting a worksheet  
Unprotecting a worksheet  
Creating allow-editing ranges  
Deleting allow-editing ranges  
Protecting workbook windows  
Unprotecting workbook windows  
Assigning a password  
Opening a password-protected file  
Removing a password

#### **Sharing Workbooks**

Using shared workbooks  
Saving a shared workbook  
Viewing users sharing a workbook  
Viewing shared workbook changes  
Changing the update frequency  
Highlighting changes  
Managing conflicting changes  
Resolving conflicting changes  
Setting change history options  
Adding a History worksheet  
Reviewing tracked changes  
Merging shared workbook files