

Creating Charts, Advanced Functions and Lists in Excel (Excel 2003 Level 2)



Creating and Working with Charts

- Creating a Chart
- Moving and Resizing a Chart
- Formatting and Editing Objects in a Chart
- Changing a Chart's Source Data
- Changing a Chart Type and Working with Pie Charts
- Adding Titles, Gridlines, and a Data Table
- Formatting a Data Series and Chart Axis

Advanced Functions and Formulas

- Formulas with Several Operators and Cell Ranges
- Using the Insert Function Feature
- Creating and Using Range Names
- Selecting Nonadjacent Ranges and Using Auto Calculate
- Using the IF Function to Create Conditional Formulas
- Using the PMT Function
- Displaying and Previewing Formulas
- Fixing Formula Errors
- Overview of the Formulas Available in Excel
 - Mathematical Functions
 - Financial Functions
 - Date and Time Functions
 - Statistical Functions

Working with Lists (Greatly Enhanced in Excel 03)

- Creating a List
- Working with Lists and Using the Total Row
- Adding Records Using the Data Form and Insert Row
- Finding and Deleting Records
- Sorting a List
- Filtering a List with the AutoFilter
- Creating a Custom AutoFilter
- Filtering a List with an Advanced Filter
- Copying Filtered Records