

Discover Excel 2003

DiscoverWare's *Discover Excel 2003* is an interactive productivity tool for users of Microsoft Excel 2003. Excel 2003 builds on the spreadsheet capabilities of previous versions of the program to provide powerful tools for creating and sharing professional worksheets online and on the Web. Topics cover basic spreadsheet concepts, workbook and file management, using formulas and functions, editing and formatting tools, working with graphics and charts, online collaboration, and working on the Web.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The products are also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover Excel 2003 interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Excel 2003 at any time by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

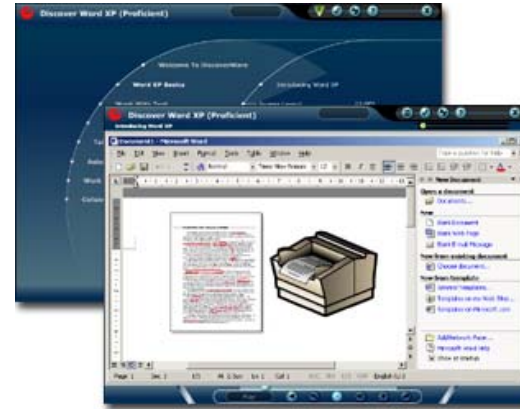
Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.





Discover Excel 2003 (Proficient)

EXCEL 2003 BASICS

- Introducing Excel 2003
 - Office 2003 Overview
 - Excel 2003 Overview
- Screen Layout
 - Title Bar, Menus & Toolbars
 - The Task Pane
- Create & Open A Workbook
 - What Is A Workbook?
 - Creating A New Workbook
 - Use A Template
 - Open An Existing Workbook
 - Closing A Workbook
- View A Workbook
 - What Is A View?
 - Page Break Preview
 - Custom Views
 - Splitting A Worksheet
 - Freeze Rows & Columns
 - Comparing Workbooks
- Save A Workbook
 - The Save & Save As Commands
 - Save A Workbook For Use In Another Program
- Print Workbooks
 - Print Worksheet & Workbooks
 - Modify Page Setup
 - Set Print Area
- Help in Excel 2003
 - Microsoft Office Online
 - Type A Question For Help
 - Excel Help Task Pane
 - Detect And Repair

WORK WITH CELLS

- Cell Basics
 - What Is A Cell Reference?
 - Select Cells
 - Navigating A Worksheet
- Enter Data
 - Entering Data
 - What Is A Value?
 - What Is A Label?
- Edit Data
 - Edit Worksheet Data
 - Find & Replace Data
- Copy And Move Data
 - Copying & Moving Data
 - Copy & Move Data
 - Use The Office Clipboard
- Insert & Delete Cells
 - Insert & Delete Cells

CALCULATE YOUR DATA

- Formulas
 - What Is A Formula?
 - Create A Formula
 - Edit A Formula
- Cell References
 - Types Of Cell References
 - Using Relative References
 - Use Absolute References
 - Mixed References
- Functions
 - What Is A Function?
 - Enter A Function Manually
 - Insert A Function
 - Use A Date Function
 - Financial Functions
 - Use A Financial Function
 - Logical Functions
 - Use A Logical Function

WORK WITH YOUR WORKBOOK

- Modify A Worksheet
 - Insert/Delete Rows & Columns
 - Resizing Rows & Columns
 - Resize Rows & Columns
 - Hide Rows & Columns
- Modify A Workbook
 - Insert & Delete A Worksheet
 - Move/Copy A Worksheet To Another Workbook
 - Rename A Worksheet
 - Format Worksheet Tabs

FORMAT A WORKSHEET

- Format Characters
 - Formatting Text & Numbers
 - Format Text
 - Formatting Numbers
 - Format Numbers
 - Use A Custom Number Format
- Format Cells
 - Formatting Cells
 - Aligning Cell Content
 - Align Cell Content
 - Merge Cells
 - Apply Borders & Shading
 - Format Painter
 - Clear Cell Formatting
 - Find & Replace Cell Formatting
- AutoFormat
 - Use AutoFormat

WORK WITH GRAPHICS

- Work With Graphics
 - Graphics In Excel
 - Insert Clip Art
- Add Charts
 - Adding Charts
 - The Chart Wizard
 - Modify A Chart

AUTOMATE YOUR WORK

- AutoFill
 - What Is AutoFill?
 - Use AutoFill
- AutoComplete
 - Using AutoComplete
- AutoCalculate
 - Use AutoCalculate

COLLABORATE WITH OTHERS

- Collaborate On Workbooks
 - Distributing Workbooks
 - E-Mail A Workbook
- Work With Comments
 - Add Comments To A Worksheet





Discover Excel 2003 (Expert)

CUSTOMIZE EXCEL 2003

- Advanced Features & Customization
 - Advanced Features In Excel 2003
 - Customizing Excel 2003
- Customize Menus
- The Menu Bar
 - Creating Custom Menus
- Customize Toolbars
 - Toolbars
 - Customize A Toolbar
 - Create A New Toolbar

CALCULATE YOUR DATA

- Work With Named Ranges
 - Using Named Ranges
 - Range Naming Rules
 - Create Range Names Using Labels
 - Define Range Names For Data Without Labels
 - Use A Named Range In A Formula
 - Viewing Named Ranges In A Worksheet
- Use Subtotals
 - Add Subtotals To A Worksheet
- Use Lookup Functions
 - What Is A Lookup Function?
 - The VLOOKUP Function
 - Use The VLOOKUP Function
- Find & Correct Errors
 - Auditing Worksheets
 - Trace Precedents & Dependents
 - Trace Errors
 - Use Data Validation
 - Circle Invalid Data

MANAGE & ANALYZE DATA

- Create & Filter Lists
 - What Is A List?
 - Use A Data Form
 - Use The List Feature
 - AutoFilter & Advanced AutoFilter
- Sort List Data
 - Sort Data
 - Subtotal Columns
- Outline A Worksheet
 - Using Outlines30
 - Add & Remove An Outline
 - Outline A Worksheet Manually
- Query External Databases
 - Use The Query Wizard
- XML Documents
 - What Is XML?
 - Save A Workbook As An XML Document
- Goal Seek & Solver
 - Use Goal Seek
 - Use Solver
- Scenarios
 - What Is A Scenario?
 - Create & View Scenarios
- Link & Consolidate Data
 - Data Consolidation
 - Consolidate Data
 - Link Consolidated Data
 - Consolidate Data From Multiple Workbooks
- PivotTables & PivotCharts
 - Using PivotTables & PivotCharts
 - Create A PivotTable
 - Modifying A PivotTable
 - Create A PivotChart

FORMAT A WORKSHEET

- Conditional Formatting
 - What Is Conditional Formatting?
 - Use Conditional Formatting
- Styles
 - What Is A Style?
 - Create & Apply A Style

USE MACROS

- Create Macros
 - What Is A Macro?
 - Record A Macro
 - Absolute Vs. Relative Recording
- Work With Macros
 - Assign A Macro
 - Edit A Macro
 - "Step Into" A Macro
 - Macro Security

MANAGE DATA & WORKBOOKS

- Link & Consolidate Data
 - Data Consolidation
 - Consolidate Data
 - Link Consolidated Data
 - Consolidate Data From Multiple Workbooks
- Import & Export Data
 - Use The Office Clipboard
 - Import Data From Text Files
 - Import Data From Other Applications
 - Import Data From The Web
 - Export Data To Other Applications

COLLABORATE WITH OTHERS

- Share Workbooks
 - Create A Shared Workbook
 - Resolve Conflicts
- Track Changes In A Shared Workbook
 - Track Changes
 - View The Change History
- Workbook Protection & Properties
 - Worksheet Protection
 - Protect Cells In A Worksheet
 - Apply Workbook Protection
 - Apply Password Protection
 - Workbook Properties
 - Change Workbook Properties

EXCEL & THE WEB

- Create Web Pages
 - Publish A Worksheet To The Web
 - Create Hyperlinks
 - Publish A PivotTable To The Web
 - Using Smart Tags To Retrieve Web Data

