



Excel 2003 Tutorials - Video File Attributes

261 Tutorials

14.55 Hours

128 MB

| | Duration in Minutes | Size in MB |
|--------------------------------|--------------------------------|-----------------------|
| Using Excel Files | 18.00 | 2.73 |
| The Excel Environment | 3.20 | 0.14 |
| Opening Microsoft Excel | 2.00 | 0.12 |
| Opening a new workbook | 1.40 | 0.26 |
| Opening an existing workbook | 1.50 | 0.37 |
| Save a workbook | 1.40 | 0.28 |
| Copy a workbook | 2.30 | 0.35 |
| Close a workbook | 1.70 | 0.29 |
| Protect a workbook | 1.50 | 0.29 |
| E-mail Excel Files | 1.60 | 0.39 |
| Exit Excel | 1.40 | 0.24 |
| Viewing Options | 17.20 | 4.31 |
| Windows Taskbar Properties | 2.10 | 0.14 |
| Using the Task Pane | 2.30 | 0.38 |
| Minimize / Maximize files | 1.20 | 0.22 |
| Customize your Toolbar | 5.60 | 1.35 |
| Change Worksheet Size | 1.10 | 0.46 |
| Page Break Preview | 3.10 | 1.44 |
| Page Header & Footer | 1.80 | 0.32 |
| Edit Data | 27.30 | 5.22 |
| Enter Data | 1.70 | 0.53 |
| Enter Data into Multiple Cells | 0.80 | 0.24 |
| Auto Complete Data | 2.20 | 0.40 |
| Edit Data | 1.10 | 0.42 |
| Clear Cell Contents | 3.10 | 0.50 |
| Move Cells | 2.00 | 0.53 |
| Move Cells - Other Worksheets | 2.60 | 0.42 |
| Undo and Redo | 2.40 | 0.36 |
| Find Data | 5.00 | 0.97 |
| Replace Data | 3.10 | 0.53 |
| Remove Duplicate Records | 3.30 | 0.32 |
| Insert / Delete Data | 16.50 | 3.86 |
| Insert / Delete Cells | 2.90 | 0.82 |
| Insert / Delete Rows | 4.00 | 0.70 |
| Insert / Delete Columns | 4.50 | 0.75 |
| Insert / Delete Comments | 2.60 | 0.78 |
| View / Hide Comments | 1.00 | 0.25 |
| Insert / Delete Pictures | 1.50 | 0.56 |



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| Copy & Paste Data | 37.20 | 6.89 |
| Copy Workbook | 2.30 | 0.35 |
| Copy Worksheet | 3.00 | 0.60 |
| Selecting Cells | 3.10 | 1.15 |
| Selecting Multiple Cells | 1.30 | 0.62 |
| Copy Cells | 2.00 | 0.61 |
| Paste Cells (default) | 2.50 | 0.49 |
| Paste Values | 2.30 | 0.57 |
| Paste Formulas | 2.30 | 0.41 |
| Paste Formats | 1.70 | 0.59 |
| Paste Special - Options | 4.30 | 0.20 |
| Paste Options Button | 2.80 | 0.18 |
| Paste Text Orientation | 2.30 | 0.51 |
| Auto Fill | 7.30 | 0.61 |
| Format Cells | 42.80 | 7.68 |
| Selecting Cells | 3.10 | 1.15 |
| Format Fonts | 3.10 | 0.48 |
| Bold / Italic / Underline | 2.80 | 0.45 |
| Format Text Size | 2.30 | 0.44 |
| Format Text Colors | 2.30 | 0.57 |
| Format Text Alignment | 2.60 | 0.47 |
| Format Numbers | 8.70 | 0.65 |
| Format Dates | 1.70 | 0.35 |
| Format Cell Borders | 4.60 | 0.65 |
| Format Cell Background | 2.30 | 0.38 |
| Wrapping Text | 1.70 | 0.36 |
| Merge / Unmerge Cells | 2.90 | 0.72 |
| Protect Cells | 4.70 | 1.01 |
| General Formatting | 29.00 | 7.31 |
| Format Row Height | 1.90 | 0.58 |
| Autofit Rows | 0.80 | 0.27 |
| Format Column Width | 2.40 | 1.03 |
| Autofit Columns | 1.50 | 0.35 |
| Hide / Unhide Rows | 1.90 | 0.70 |
| Hide / Unhide a Column | 3.00 | 0.83 |
| Using Autoformat | 3.00 | 0.87 |
| Add Conditional Formatting | 4.50 | 1.24 |
| Remove Conditional Formatting | 1.50 | 0.64 |
| Conditional Formatting Formulas | 8.50 | 0.80 |
| Formulas & Links | 38.40 | 5.00 |
| Enter a Formula | 2.00 | 0.77 |
| Create a Link | 6.20 | 0.62 |
| Link to other Worksheets | 1.90 | 0.41 |
| Relative / Absolute References | 7.80 | 0.79 |
| Copy & Paste to Create Links | 1.50 | 0.56 |
| Link Cells to other Workbooks | 4.40 | 0.52 |
| Edit Links to other Workbooks | 8.90 | 0.55 |
| Break Links | 2.10 | 0.42 |
| Insert Hyperlink | 3.60 | 0.36 |



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Worksheets

15.10

3.96

| | | |
|-------------------------------|------|------|
| Insert | 2.00 | 0.26 |
| Delete | 1.70 | 0.31 |
| Rename | 1.10 | 0.58 |
| Copy | 3.00 | 0.60 |
| Move | 2.20 | 0.57 |
| Hide / Unhide | 1.40 | 0.64 |
| Change Tab Color | 1.40 | 0.35 |
| Selecting Multiple Worksheets | 2.30 | 0.65 |

Using Functions

24.50

3.86

| | | |
|-----------------------|------|------|
| Insert a Function | 4.30 | 0.42 |
| Select a Function | 4.30 | 0.92 |
| Help with Functions | 1.50 | 0.27 |
| Enter a Function | 1.70 | 0.63 |
| Edit a Function | 1.90 | 0.33 |
| Analysis Toolpack | 2.00 | 0.46 |
| * Formula Wildcard | 3.60 | 0.26 |
| ? Formula Wildcard | 3.40 | 0.26 |
| Common Formula Errors | 1.80 | 0.31 |

Data Tools

35.90

9.32

| | | |
|------------------------|------|------|
| Sort Data | 3.80 | 1.12 |
| Auto Filter Data | 3.90 | 1.28 |
| Advanced Filter | 2.40 | 0.43 |
| Removing Filters | 1.90 | 0.58 |
| Data Forms | 4.40 | 1.06 |
| Create Subtotals | 2.90 | 0.59 |
| Add Subtotal Level | 2.00 | 0.59 |
| Remove Subtotals | 0.80 | 0.36 |
| Insert Drop-Down List | 3.70 | 0.97 |
| Add Data Validation | 5.80 | 1.24 |
| Remove Data Validation | 1.20 | 0.43 |
| Text to Columns | 3.10 | 0.67 |

Charts

25.00

5.58

| | | |
|-------------------------------|------|------|
| Create a Chart | 4.70 | 0.55 |
| Chart Options | 3.50 | 0.48 |
| Edit Source Data | 2.00 | 0.32 |
| Format Chart Title | 0.70 | 0.27 |
| Format Chart Legend | 1.20 | 0.45 |
| Format Chart Plot Area | 0.90 | 0.33 |
| Format Gridlines | 1.20 | 0.38 |
| Change Chart Type | 1.00 | 0.36 |
| Change Chart Location | 1.20 | 0.30 |
| Format Axis | 2.40 | 0.57 |
| Using a Secondary Axis | 2.00 | 0.34 |
| Multiple Source Data Ranges | 2.90 | 0.77 |
| Save a Chart as an Image File | 1.30 | 0.46 |



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| Pivot Tables & Pivot Charts | 46.10 | 6.51 |
| Source Data Layout | 3.60 | 0.13 |
| Create a Pivot Table | 10.30 | 1.41 |
| Format Pivot Tables | 9.60 | 1.06 |
| Pivot Table Column Width | 1.60 | 0.34 |
| Refresh a Pivot Table | 1.40 | 0.33 |
| Change Source Data | 3.70 | 0.59 |
| Change Pivot Table Layout | 5.30 | 1.00 |
| Filter Pivot Table Data | 1.30 | 0.39 |
| Pivot Table Data Drill-Down | 1.80 | 0.18 |
| Create a Pivot Chart | 7.50 | 1.08 |
| Importing External Data | 17.20 | 5.08 |
| Define Data Sources | 2.70 | 0.66 |
| New Database Queries | 5.20 | 1.04 |
| Edit Database Queries | 1.50 | 0.61 |
| Refresh Database Queries | 1.10 | 0.28 |
| New Pivot Table Queries | 3.40 | 1.26 |
| Edit Pivot Table Queries | 2.30 | 0.91 |
| Refresh Pivot Table Queries | 1.00 | 0.32 |
| Using Named Ranges | 19.70 | 5.41 |
| Define Named Ranges | 2.20 | 0.65 |
| Create Multiple Names | 2.90 | 0.74 |
| Paste Names into Formulas | 2.30 | 1.09 |
| Enter Names in Formulas | 1.80 | 0.29 |
| Edit Names of Ranges | 3.30 | 1.09 |
| Edit Named Range Cells | 2.60 | 0.61 |
| Apply Named Ranges | 2.90 | 0.44 |
| Delete Named Ranges | 1.70 | 0.50 |
| General Excel Tools | 26.10 | 6.34 |
| Check Spelling | 1.70 | 0.43 |
| Customize | 5.60 | 1.35 |
| Auditing Formulas | 3.80 | 0.69 |
| Protection | 4.70 | 1.01 |
| Error Checking | 1.80 | 0.59 |
| Track Changes | 1.30 | 0.58 |
| Auto Correct Options | 2.00 | 0.51 |
| Change Default Excel Settings | 5.20 | 1.18 |
| What-if Tools | 15.60 | 4.64 |
| Using Data Tables | 4.70 | 0.89 |
| Using Goal Seek | 3.40 | 0.58 |
| Create Scenarios | 2.30 | 1.10 |
| Show Scenarios | 1.20 | 0.51 |
| Edit Scenarios | 1.80 | 0.69 |
| Delete Scenarios | 0.80 | 0.37 |
| Compare Scenarios | 1.40 | 0.50 |



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|----------------------------------|--------------------------------|-----------------------|
| Window Options | 11.50 | 2.32 |
| Freeze Panes | 3.10 | 0.25 |
| Switch Between Open Files | 1.20 | 0.22 |
| Create New Window | 1.30 | 0.24 |
| Arrange Windows | 1.40 | 0.30 |
| Hide / Unhide a Workbook | 2.00 | 0.49 |
| Compare Side by Side | 1.20 | 0.36 |
| Split Window | 1.30 | 0.46 |
| Printing | 29.00 | 7.88 |
| Define Page Set-up | 3.80 | 0.56 |
| Set Page Orientation | 1.50 | 0.57 |
| Fit Worksheet to Printed Pages | 2.70 | 0.63 |
| Set Print Margins | 1.40 | 0.41 |
| Repeat Rows on All Pages | 2.80 | 0.91 |
| Repeat Columns on All Pages | 3.10 | 0.89 |
| Set Page Breaks | 3.10 | 1.44 |
| Using Print Preview | 3.00 | 0.35 |
| Print a Worksheet | 1.60 | 0.32 |
| Print Multiple Worksheets | 2.10 | 0.61 |
| Print a Selection | 1.20 | 0.38 |
| Set Print Area | 1.40 | 0.40 |
| Clear Print Area | 1.30 | 0.41 |
| Math Functions | 33.90 | 3.92 |
| Auto Sum | 2.80 | 0.60 |
| Sum Values | 5.20 | 0.85 |
| Sum Filtered Data | 4.20 | 0.31 |
| Absolute Values | 1.80 | 0.38 |
| Rounding Values | 10.10 | 0.53 |
| Integer Values | 3.90 | 0.33 |
| Random Values | 4.40 | 0.71 |
| Square Roots | 1.50 | 0.21 |
| Date Functions | 47.40 | 2.30 |
| Background on Dates | 4.40 | 0.17 |
| Entering Dates & Times | 4.80 | 0.23 |
| Current Date | 1.50 | 0.16 |
| Date Components | 3.10 | 0.38 |
| Convert Dates to Month End Dates | 5.50 | 0.33 |
| Using Month Names | 6.00 | 0.25 |
| Using Weekdays | 6.50 | 0.26 |
| Using Week Numbers | 3.20 | 0.12 |
| Convert Text to Dates | 5.70 | 0.17 |
| Work Days | 2.40 | 0.11 |
| Year Fractions | 4.30 | 0.12 |



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Text Functions

31.10

2.11

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| Convert Text, Dates and Numbers | 10.40 | 0.39 |
| Combine Text from Multiple Cells | 2.60 | 0.22 |
| Text Display (upper/lower case) | 1.60 | 0.21 |
| Remove Spaces from Text | 1.20 | 0.16 |
| Determine Text Length | 0.80 | 0.11 |
| Extract Characters from Text | 3.70 | 0.22 |
| Find Characters in Text | 3.30 | 0.27 |
| Replace Characters in Text | 3.30 | 0.26 |
| Search for Characters in Text | 4.20 | 0.27 |

Logical Functions

36.40

1.68

| | Duration in Minutes | Size in MB |
|----------------------|------------------------|---------------|
| IF Function | 7.40 | 0.31 |
| Nesting IF Functions | 16.70 | 0.81 |
| AND Function | 5.10 | 0.19 |
| OR Function | 4.60 | 0.19 |
| NOT Function | 2.60 | 0.18 |

Lookup Functions

37.50

2.67

| | Duration in Minutes | Size in MB |
|-----------------------------------|------------------------|---------------|
| Lookup Cell Values | 5.00 | 0.23 |
| Lookup Cell Values by Column | 6.60 | 0.24 |
| Lookup Cell Values by Row | 5.10 | 0.24 |
| Link Cells and Change Orientation | 5.00 | 0.98 |
| Offset Cell References | 6.40 | 0.26 |
| Cell Position in Array | 3.90 | 0.23 |
| Column Number | 3.80 | 0.31 |
| Row Number | 1.70 | 0.18 |

Information Functions

24.00

1.42

| | Duration in Minutes | Size in MB |
|--------------------------|------------------------|---------------|
| Use Error Types | 3.40 | 0.17 |
| Replace Blank Cells | 3.60 | 0.17 |
| Replace Errors in Cells | 5.00 | 0.29 |
| Replace #N/A Error | 3.70 | 0.23 |
| Identify Logical Values | 1.50 | 0.11 |
| Identify Numeric Values | 1.50 | 0.11 |
| Identify Text Values | 1.50 | 0.11 |
| Identify Non-Text Values | 1.60 | 0.11 |
| Identify Data Type | 2.20 | 0.12 |

Statistical Functions

38.40

1.90

| | Duration in Minutes | Size in MB |
|--------------------------------|------------------------|---------------|
| SUMIF Function | 5.80 | 0.24 |
| COUNTIF Function | 2.40 | 0.23 |
| SUMPRODUCT Function | 2.50 | 0.18 |
| Sum Based on Multiple Criteria | 10.20 | 0.29 |
| Counting Data | 5.90 | 0.24 |
| Average Value | 3.20 | 0.18 |
| Minimum Value | 1.20 | 0.12 |
| Maximum Value | 1.50 | 0.12 |
| Median Value | 2.60 | 0.12 |
| Mode Value | 3.10 | 0.18 |



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Financial Functions

91.60

5.86

| | Duration in Minutes | Size in MB |
|--------------------------------|------------------------|---------------|
| Loan Repayment | 7.50 | 0.43 |
| Loan Principle Amount | 7.20 | 0.41 |
| Interest Rate | 7.20 | 0.41 |
| Loan Period | 6.30 | 0.41 |
| Principle Portion of Repayment | 7.50 | 0.72 |
| Interest Portion of Repayment | 8.60 | 0.74 |
| Cumulative Principle Repayment | 9.20 | 0.76 |
| Cumulative Interest Repayment | 8.60 | 0.76 |
| Future Value of Investment | 7.00 | 0.42 |
| Savings Annuity | 6.50 | 0.42 |
| Net Present Value | 9.90 | 0.26 |
| Internal Rate of Return | 6.10 | 0.12 |

Database Functions

40.40

2.68

| | Duration in Minutes | Size in MB |
|--------------------------------|------------------------|---------------|
| Syntax of Database Functions | 12.10 | 0.59 |
| Count Records | 5.50 | 0.38 |
| Average Field Value | 3.10 | 0.25 |
| Maximum Field Value | 3.00 | 0.25 |
| Minimum Field Value | 3.00 | 0.25 |
| Single Record Values | 3.30 | 0.25 |
| Sum Field Value | 3.10 | 0.25 |
| Using Formulas in Sum Criteria | 7.30 | 0.46 |

Note: The total file size of 128 MB sounds like a lot to download, but you should keep in mind that this total includes 261 comprehensive Excel tutorials. Our video format is unique and the file size is more than 90% smaller than the standard video format, for example the download size of any standard video of 5 minutes could be up to 10 MB. With our video format, you'd be able to view 67 minutes of tutorials before downloading 10 MB.

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