



Excel 2003 Tutorials - Video File Attributes

261 Tutorials

14.31 Hours

128 MB

	Duration in Minutes	Size in MB
Using Excel Files	17.54	2.73
The Excel Environment	3.13	0.14
Opening Microsoft Excel	1.98	0.12
Opening a new workbook	1.35	0.26
Opening an existing workbook	1.45	0.37
Save a workbook	1.39	0.28
Copy a workbook	2.21	0.35
Close a workbook	1.69	0.29
Protect a workbook	1.46	0.29
E-mail Excel Files	1.57	0.39
Exit Excel	1.31	0.24

Viewing Options	16.82	4.31
Windows Taskbar Properties	2.02	0.14
Using the Task Pane	2.23	0.38
Minimize / Maximize files	1.18	0.22
Customize your Toolbar	5.58	1.35
Change Worksheet Size	1.06	0.46
Page Break Preview	3.03	1.44
Page Header & Footer	1.72	0.32

Edit Data	26.65	5.22
Enter Data	1.64	0.53
Enter Data into Multiple Cells	0.71	0.24
Auto Complete Data	2.16	0.40
Edit Data	1.08	0.42
Clear Cell Contents	3.09	0.50
Move Cells	1.93	0.53
Move Cells - Other Worksheets	2.51	0.42
Undo and Redo	2.37	0.36
Find Data	4.93	0.97
Replace Data	3.01	0.53
Remove Duplicate Records	3.22	0.32

Insert / Delete Data	16.15	3.86
Insert / Delete Cells	2.86	0.82
Insert / Delete Rows	3.99	0.70
Insert / Delete Columns	4.43	0.75
Insert / Delete Comments	2.53	0.78
View / Hide Comments	0.93	0.25
Insert / Delete Pictures	1.41	0.56



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Copy & Paste Data

36.56

6.89

Copy Workbook	2.21	0.35
Copy Worksheet	2.91	0.60
Selecting Cells	3.09	1.15
Selecting Multiple Cells	1.24	0.62
Copy Cells	1.93	0.61
Paste Cells (default)	2.49	0.49
Paste Values	2.23	0.57
Paste Formulas	2.28	0.41
Paste Formats	1.63	0.59
Paste Special - Options	4.29	0.20
Paste Options Button	2.77	0.18
Paste Text Orientation	2.26	0.51
Auto Fill	7.23	0.61

Format Cells

42.09

7.68

Selecting Cells	3.09	1.15
Format Fonts	3.07	0.48
Bold / Italic / Underline	2.74	0.45
Format Text Size	2.25	0.44
Format Text Colors	2.22	0.57
Format Text Alignment	2.58	0.47
Format Numbers	8.61	0.65
Format Dates	1.62	0.35
Format Cell Borders	4.58	0.65
Format Cell Background	2.23	0.38
Wrapping Text	1.62	0.36
Merge / Unmerge Cells	2.81	0.72
Protect Cells	4.67	1.01

General Formatting

28.52

7.31

Format Row Height	1.84	0.58
Autofit Rows	0.78	0.27
Format Column Width	2.35	1.03
Autofit Columns	1.48	0.35
Hide / Unhide Rows	1.83	0.70
Hide / Unhide a Column	2.98	0.83
Using Autoformat	2.91	0.87
Add Conditional Formatting	4.45	1.24
Remove Conditional Formatting	1.46	0.64
Conditional Formatting Formulas	8.44	0.80

Formulas & Links

37.96

5.00

Enter a Formula	1.96	0.77
Create a Link	6.19	0.62
Link to other Worksheets	1.87	0.41
Relative / Absolute References	7.71	0.79
Copy & Paste to Create Links	1.45	0.56
Link Cells to other Workbooks	4.33	0.52
Edit Links to other Workbooks	8.85	0.55
Break Links	2.05	0.42
Insert Hyperlink	3.55	0.36



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Worksheets

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3.96

Insert	1.97	0.26
Delete	1.68	0.31
Rename	1.08	0.58
Copy	2.91	0.60
Move	2.19	0.57
Hide / Unhide	1.39	0.64
Change Tab Color	1.33	0.35
Selecting Multiple Worksheets	2.29	0.65

Using Functions

24.11

3.86

Insert a Function	4.29	0.42
Select a Function	4.29	0.92
Help with Functions	1.47	0.27
Enter a Function	1.61	0.63
Edit a Function	1.81	0.33
Analysis Toolpack	1.94	0.46
* Formula Wildcard	3.53	0.26
? Formula Wildcard	3.38	0.26
Common Formula Errors	1.79	0.31

Data Tools

35.07

9.32

Sort Data	3.73	1.12
Auto Filter Data	3.81	1.28
Advanced Filter	2.31	0.43
Removing Filters	1.86	0.58
Data Forms	4.32	1.06
Create Subtotals	2.81	0.59
Add Subtotal Level	1.91	0.59
Remove Subtotals	0.77	0.36
Insert Drop-Down List	3.65	0.97
Add Data Validation	5.71	1.24
Remove Data Validation	1.12	0.43
Text to Columns	3.07	0.67

Charts

24.16

5.58

Create a Chart	4.63	0.55
Chart Options	3.45	0.48
Edit Source Data	1.93	0.32
Format Chart Title	0.69	0.27
Format Chart Legend	1.14	0.45
Format Chart Plot Area	0.81	0.33
Format Gridlines	1.12	0.38
Change Chart Type	0.94	0.36
Change Chart Location	1.13	0.30
Format Axis	2.33	0.57
Using a Secondary Axis	1.93	0.34
Multiple Source Data Ranges	2.84	0.77
Save a Chart as an Image File	1.22	0.46



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Pivot Tables & Pivot Charts

45.56

6.51

Source Data Layout	3.57	0.13
Create a Pivot Table	10.24	1.41
Format Pivot Tables	9.51	1.06
Pivot Table Column Width	1.57	0.34
Refresh a Pivot Table	1.38	0.33
Change Source Data	3.61	0.59
Change Pivot Table Layout	5.21	1.00
Filter Pivot Table Data	1.29	0.39
Pivot Table Data Drill-Down	1.72	0.18
Create a Pivot Chart	7.46	1.08

Importing External Data

16.91

5.08

Define Data Sources	2.68	0.66
New Database Queries	5.14	1.04
Edit Database Queries	1.48	0.61
Refresh Database Queries	1.03	0.28
New Pivot Table Queries	3.38	1.26
Edit Pivot Table Queries	2.29	0.91
Refresh Pivot Table Queries	0.91	0.32

Using Named Ranges

19.28

5.41

Define Named Ranges	2.17	0.65
Create Multiple Names	2.81	0.74
Paste Names into Formulas	2.29	1.09
Enter Names in Formulas	1.79	0.29
Edit Names of Ranges	3.24	1.09
Edit Named Range Cells	2.55	0.61
Apply Named Ranges	2.82	0.44
Delete Named Ranges	1.61	0.50

General Excel Tools

25.70

6.34

Check Spelling	1.61	0.43
Customize	5.58	1.35
Auditing Formulas	3.76	0.69
Protection	4.67	1.01
Error Checking	1.73	0.59
Track Changes	1.27	0.58
Auto Correct Options	1.91	0.51
Change Default Excel Settings	5.17	1.18

What-if Tools

15.20

4.64

Using Data Tables	4.65	0.89
Using Goal Seek	3.34	0.58
Create Scenarios	2.24	1.10
Show Scenarios	1.13	0.51
Edit Scenarios	1.71	0.69
Delete Scenarios	0.77	0.37
Compare Scenarios	1.36	0.50



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Window Options

11.14

2.32

Freeze Panes	3.01	0.25
Switch Between Open Files	1.18	0.22
Create New Window	1.28	0.24
Arrange Windows	1.37	0.30
Hide / Unhide a Workbook	1.95	0.49
Compare Side by Side	1.12	0.36
Split Window	1.23	0.46

Printing

28.22

7.88

Define Page Set-up	3.71	0.56
Set Page Orientation	1.47	0.57
Fit Worksheet to Printed Pages	2.62	0.63
Set Print Margins	1.37	0.41
Repeat Rows on All Pages	2.71	0.91
Repeat Columns on All Pages	3.04	0.89
Set Page Breaks	3.03	1.44
Using Print Preview	2.93	0.35
Print a Worksheet	1.58	0.32
Print Multiple Worksheets	2.01	0.61
Print a Selection	1.15	0.38
Set Print Area	1.39	0.40
Clear Print Area	1.21	0.41

Math Functions

33.52

3.92

Auto Sum	2.71	0.60
Sum Values	5.13	0.85
Sum Filtered Data	4.17	0.31
Absolute Values	1.77	0.38
Rounding Values	10.09	0.53
Integer Values	3.85	0.33
Random Values	4.38	0.71
Square Roots	1.42	0.21

Date Functions

46.87

2.30

Background on Dates	4.33	0.17
Entering Dates & Times	4.72	0.23
Current Date	1.46	0.16
Date Components	3.01	0.38
Convert Dates to Month End Dates	5.48	0.33
Using Month Names	5.92	0.25
Using Weekdays	6.48	0.26
Using Week Numbers	3.15	0.12
Convert Text to Dates	5.66	0.17
Work Days	2.38	0.11
Year Fractions	4.28	0.12



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Text Functions

30.62

2.11

Convert Text, Dates and Numbers	10.35	0.39
Combine Text from Multiple Cells	2.54	0.22
Text Display (upper/lower case)	1.51	0.21
Remove Spaces from Text	1.19	0.16
Determine Text Length	0.74	0.11
Extract Characters from Text	3.61	0.22
Find Characters in Text	3.29	0.27
Replace Characters in Text	3.24	0.26
Search for Characters in Text	4.15	0.27

Logical Functions

36.13

1.68

IF Function	7.39	0.31
Nesting IF Functions	16.64	0.81
AND Function	5.04	0.19
OR Function	4.51	0.19
NOT Function	2.55	0.18

Lookup Functions

37.08

2.67

Lookup Cell Values	4.91	0.23
Lookup Cell Values by Column	6.59	0.24
Lookup Cell Values by Row	5.07	0.24
Link Cells and Change Orientation	4.98	0.98
Offset Cell References	6.31	0.26
Cell Position in Array	3.83	0.23
Column Number	3.71	0.31
Row Number	1.68	0.18

Information Functions

23.32

1.42

Use Error Types	3.31	0.17
Replace Blank Cells	3.53	0.17
Replace Errors in Cells	4.91	0.29
Replace #N/A Error	3.65	0.23
Identify Logical Values	1.43	0.11
Identify Numeric Values	1.43	0.11
Identify Text Values	1.43	0.11
Identify Non-Text Values	1.51	0.11
Identify Data Type	2.12	0.12

Statistical Functions

37.92

1.90

SUMIF Function	5.79	0.24
COUNTIF Function	2.33	0.23
SUMPRODUCT Function	2.50	0.18
Sum Based on Multiple Criteria	10.16	0.29
Counting Data	5.87	0.24
Average Value	3.11	0.18
Minimum Value	1.11	0.12
Maximum Value	1.43	0.12
Median Value	2.55	0.12
Mode Value	3.07	0.18



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Financial Functions	90.86	5.86
Loan Repayment	7.41	0.43
Loan Principle Amount	7.16	0.41
Interest Rate	7.11	0.41
Loan Period	6.29	0.41
Principle Portion of Repayment	7.44	0.72
Interest Portion of Repayment	8.53	0.74
Cumulative Principle Repayment	9.13	0.76
Cumulative Interest Repayment	8.52	0.76
Future Value of Investment	6.94	0.42
Savings Annuity	6.41	0.42
Net Present Value	9.89	0.26
Internal Rate of Return	6.03	0.12

Database Functions	40.06	2.68
Syntax of Database Functions	12.06	0.59
Count Records	5.48	0.38
Average Field Value	3.07	0.25
Maximum Field Value	2.98	0.25
Minimum Field Value	2.91	0.25
Single Record Values	3.23	0.25
Sum Field Value	3.07	0.25
Using Formulas in Sum Criteria	7.26	0.46

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