



# Excel-Skills Australia

100% UNIQUE EXCEL TEMPLATES & VIDEO TUTORIALS

## Excel 2003 Tutorials - Video File Attributes

**261 Tutorials**

**14.55 Hours**

**128 MB**

	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Using Excel Files</b>	<b>18.00</b>	<b>2.73</b>
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
<b>Viewing Options</b>	<b>17.20</b>	<b>4.31</b>
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
<b>Edit Data</b>	<b>27.30</b>	<b>5.22</b>
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
<b>Insert / Delete Data</b>	<b>16.50</b>	<b>3.86</b>
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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<b>Copy &amp; Paste Data</b>	<b>37.20</b>	<b>6.89</b>
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

<b>Format Cells</b>	<b>42.80</b>	<b>7.68</b>
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

<b>General Formatting</b>	<b>29.00</b>	<b>7.31</b>
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

<b>Formulas &amp; Links</b>	<b>38.40</b>	<b>5.00</b>
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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	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Worksheets</b>	<b>15.10</b>	<b>3.96</b>
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

	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Using Functions</b>	<b>24.50</b>	<b>3.86</b>
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

	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Data Tools</b>	<b>35.90</b>	<b>9.32</b>
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

	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Charts</b>	<b>25.00</b>	<b>5.58</b>
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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	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Pivot Tables &amp; Pivot Charts</b>	<b>46.10</b>	<b>6.51</b>
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
<b>Importing External Data</b>	<b>17.20</b>	<b>5.08</b>
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
<b>Using Named Ranges</b>	<b>19.70</b>	<b>5.41</b>
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
<b>General Excel Tools</b>	<b>26.10</b>	<b>6.34</b>
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
<b>What-if Tools</b>	<b>15.60</b>	<b>4.64</b>
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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<b>Text Functions</b>	<b>31.10</b>	<b>2.11</b>
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
<b>Logical Functions</b>	<b>36.40</b>	<b>1.68</b>
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
<b>Lookup Functions</b>	<b>37.50</b>	<b>2.67</b>
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
<b>Information Functions</b>	<b>24.00</b>	<b>1.42</b>
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
<b>Statistical Functions</b>	<b>38.40</b>	<b>1.90</b>
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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