



## Microsoft Office Excel The Differences in 2003



### Course aims:

This course has been designed for existing users who wish to look at the new features/differences in the new version of Microsoft Office Excel

### Pre-requisites:

Delegates should be familiar with Microsoft Windows and have a good understanding of previous Microsoft Excel.

### Who should attend:

Anyone wishing to learn about the differences between the Excel versions.

**Duration:** 2 hours

<b>New/upgraded features in Excel</b>	
	Colour coded tabs
	Unmerge button
	Retain column widths
	Border drawing
	Sending a range
	Smart tags
	Header and footer new options
	Sending a range by email
	Screen tips for function arguments
	Watch window
	Worksheet protection
	Find & replace enhancement
	Expanded autosum facility
	Links management
	Insert & delete columns whilst filtering