Motion Training Channel: [http://www.youtube.com/watch?v=oMQ_080rRug](http://www.youtube.com/watch?v=oMQ_080rRug)

**Subject:** Excel 2003

This series serves as a good introduction or in-depth refresher of basic Excel operations

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<th>Video</th>
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<tr>
<td>1</td>
<td>Introduction to setting up a simple spreadsheet.</td>
<td><a href="http://youtu.be/gl88ISXTRAg">http://youtu.be/gl88ISXTRAg</a></td>
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<td>2</td>
<td>Excel Basics – creating a spreadsheet, labels, entering data, editing data, changing column widths and auto-fills</td>
<td><a href="http://youtu.be/lJqfZw5j2R0">http://youtu.be/lJqfZw5j2R0</a></td>
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<td>3</td>
<td>Excel calculations - introduces calculations and explains the basic mathematical operators in Microsoft and the basic formula for writing equations</td>
<td><a href="http://youtu/be/rpCaVZCURZQ">http://youtu.be/rpCaVZCURZQ</a></td>
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<td>4</td>
<td>Excel functions including “Total”, “Average”, “Minimum”, and “Maximum”</td>
<td><a href="http://youtu.be/sYxiYZx0_yY">http://youtu.be/sYxiYZx0_yY</a></td>
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<td>5</td>
<td>How to do basic number formatting using the toolbar or menu options. The video also introduces the Format Painter and shows how to select non-adjacent cells</td>
<td><a href="http://youtu.be/RlIcRArOCok">http://youtu.be/RlIcRArOCok</a></td>
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<td>6</td>
<td>Formatting spreadsheets including modifying text and adding color.</td>
<td><a href="http://youtu.be/gZbWJC7mO4o">http://youtu.be/gZbWJC7mO4o</a></td>
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<td>7</td>
<td>The guide to Excel formatting continues with a look at changing text color, border styles, print preview and an introduction to Conditional Formatting.</td>
<td><a href="http://youtu.be/csQrfaAXin0">http://youtu.be/csQrfaAXin0</a></td>
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<td>9</td>
<td>Learn how to create and format a simple column chart</td>
<td><a href="http://youtu.be/HVX2tAHq_J0">http://youtu.be/HVX2tAHq_J0</a></td>
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<td>10</td>
<td>Find out how to update your charts when new data is added to the spreadsheet and how to relocate your charts to another Excel worksheet.</td>
<td><a href="http://youtu.be/qwx_h6DlypU">http://youtu.be/qwx_h6DlypU</a></td>
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<td>11</td>
<td>Create a Pie Chart using the Excel Chart Wizard and learn how to format the completed.</td>
<td><a href="http://youtu.be/TSwaU1w2NqY">http://youtu.be/TSwaU1w2NqY</a></td>
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<td>12</td>
<td>A look at the basics of printing in Excel. Learn how to position and resize objects on your printouts and how to print only selected ranges.</td>
<td><a href="http://youtu/be/gU3yITncog">http://youtu.be/gU3yITncog</a></td>
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<td>13</td>
<td>Learn how to update calculations linked to a table of data as new data is added to the table using manual and automatic updating</td>
<td><a href="http://youtu.be/Mm-MKe_2_JU">http://youtu.be/Mm-MKe_2_JU</a></td>
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<td></td>
<td>Learn how to calculate percentage values and also how to incorporate absolute cell references into your Excel formulas.</td>
<td><a href="http://youtu.be/RyWpSi99wrQ">http://youtu.be/RyWpSi99wrQ</a></td>
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<td>14a</td>
<td>A quick update to the previous video showing a fix for the conditional formatting problem and a look at adding decimal places to percentage values</td>
<td><a href="http://youtu.be/wGA3KGjegOw">http://youtu.be/wGA3KGjegOw</a></td>
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<td>14b</td>
<td>This video contains more examples of percentage calculations.</td>
<td><a href="http://youtu.be/d-M0kZnrMWU">http://youtu.be/d-M0kZnrMWU</a></td>
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<td>15</td>
<td>Learn how to use the IF Function.</td>
<td><a href="http://youtu.be/rMRU6vxDjk4">http://youtu.be/rMRU6vxDjk4</a></td>
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<td>16</td>
<td>Learn how to extend the IF Function to include more than one question (or logical test) in one function.</td>
<td><a href="http://youtu.be/rVMsLUds0XA">http://youtu.be/rVMsLUds0XA</a></td>
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<td>17</td>
<td>Learn how to order the arguments of your functions and avoid potential problems.</td>
<td><a href="http://youtu.be/wi804Sr39JA">http://youtu.be/wi804Sr39JA</a></td>
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<td>18</td>
<td>COUNTIF and SUMIF.</td>
<td><a href="http://youtu.be/OMbM1Eb_pNw">http://youtu.be/OMbM1Eb_pNw</a></td>
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<td>19</td>
<td>learn how to format your dates in any way using the custom format options</td>
<td><a href="http://youtu.be/P0dbvpUqWQQ">http://youtu.be/P0dbvpUqWQQ</a></td>
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<td>20</td>
<td>learn how to perform basic date calculations.</td>
<td><a href="http://youtu.be/z86h4xzWwW0">http://youtu.be/z86h4xzWwW0</a></td>
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<td>21</td>
<td>Learn how to combine date calculations with IF functions and Conditional Formatting to make your spreadsheets more user friendly.</td>
<td><a href="http://youtu.be/mDZwKvGkYkc">http://youtu.be/mDZwKvGkYkc</a></td>
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<td>22</td>
<td>Learn how to enter and format times as well as perform common time calculations.</td>
<td><a href="http://youtu.be/9Zk2LJjWIUU">http://youtu.be/9Zk2LJjWIUU</a></td>
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<td>23</td>
<td>Learn how to calculate times across midnight (e.g. 10pm - 6am) and over several days.</td>
<td><a href="http://youtu.be/Ra0tXUSl0ig">http://youtu.be/Ra0tXUSl0ig</a></td>
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<td>24</td>
<td>Learn to create databases</td>
<td><a href="http://youtu.be/2ID5QY8spUE">http://youtu.be/2ID5QY8spUE</a></td>
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<td>25</td>
<td>Learn to use “Freeze” and “Split Table” navigation</td>
<td><a href="http://youtu.be/6uWTF1jLv9U">http://youtu.be/6uWTF1jLv9U</a></td>
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<td>26</td>
<td>Learn to sort data</td>
<td><a href="http://youtu.be/oMQ_080rRug">http://youtu.be/oMQ_080rRug</a></td>
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