

Course overview:

Excel 2003 Introduction

(C2200eng)



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Overview and objectives

This course is designed to help you to obtain the basic skills required to create and use a spreadsheet using Microsoft Excel. You will learn to enter and edit data, create formulas, format elements of a worksheet, and insert charts.

Certification Track

With its companion course, Microsoft Excel Intermediate, you can use this course to prepare for Microsoft Office Specialist Excel Core Objectives.

Target audience

Those wanting to obtain basic skills in using a spreadsheet, such as updating data, applying formatting, printing, and making simple calculations.

Course prerequisites

Ideally, you will have completed the course "Microsoft Office 2003 and Windows XP Introduction". You should be able to use Microsoft Windows and basic functions in Office to start an application, get help, and open, close, and save files.

Excel 2003 - What is Excel?

- Understand the functions of spreadsheet application • Recognise the different elements of the Excel screen

Excel 2003 - Creating a Workbook

- Create a new workbook • Move around the worksheet using the mouse and keyboard • Select cells using the mouse and the keyboard • Use zoom to view a worksheet at different magnification • Use Undo and Redo

Excel 2003 - Entering and Editing Data

- Enter text, values, and dates in cells • Edit cell contents • Print a single copy of a worksheet

Excel 2003 - Creating a Formula

- Understand what a formula is and how to create simple calculations • Use AutoSum • Enter a formula by typing or by using the Formula bar • Enter a range within a formula using the mouse • Use relative and absolute cell references

Excel 2003 - Moving and Copying Data

- Use the AutoFill tool • Create a custom list • Use Drag-and-Drop to move or copy cell contents • Move, copy, and paste data using the Windows Clipboard

Excel 2003 - Editing a Formula

- Create a formula using functions • Revise a formula • Use Insert Function • Use basic arithmetic functions (SUM, AVERAGE, COUNT, MIN, MAX) • Recognise and resolve common error messages • Interpret spreadsheet data

Excel 2003 - Formatting Cell Values

- Apply value formats (currency, percent, date, comma) • Adjust the decimal place • Change the currency symbol • Apply other formats (accounting, time, text, general)
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Excel 2003 - Formatting Cell Contents

- Apply font styles (typeface, size, colour, enhancements) • Modify the alignment and orientation of cell contents • Merge and unmerge cells (to centre headings across columns) • Indent text in a cell • Use the Format Painter to copy cell formats • Clear cell contents or formats

Excel 2003 - Structuring a Worksheet

- Modify the size of columns and rows • Insert and delete rows and columns • Insert and delete selected cells

Excel 2003 - Page Layout

- Change paper size and orientation • Set page margins and alignment • Scale print output to fit a defined number of pages • Print column and row titles and set other options • View a worksheet in Print Preview • Change margin and column widths in Print Preview • Insert and remove a page break • Set up headers and footers • Add fields in headers and footers (page number, date/time, file information)

Excel 2003 - Printing Worksheets and Workbooks

- Print a worksheet • Print a workbook (all sheets in book) • Display formulas in worksheet cells • Print a range of cells • Set, print, and clear a print area • Print a group of worksheets • Print to a file

Excel 2003 - Creating a Chart

- Use the Chart Wizard to create different chart types • Reposition, resize, and delete a chart • Change the chart type • Preview and print a chart • Move and copy a chart

Glossary

Index

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