

Microsoft Office Excel 2003 (Introduction)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Excel 2003 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for participants who need to know how you use Microsoft Excel 2003 including file management, formatting and creating charts.

Prerequisites: This course assumes no prior knowledge of Microsoft Excel 2003. Participants are expected to have a general understanding of Windows operating systems in order to start applications, work with and copy files, and locate file folders.

Products Covered:
Microsoft Office Excel 2003

Further Training:
Microsoft Office Excel 2003 (Intermediate)
Microsoft Office Excel 2003 (Advanced)

Course Description

This one day, instructor-led course teaches you to use basic features of Microsoft Excel 2003 to manage your workbook, print data, use functions within Excel and modify cells.

Objectives

At the completion of this course, participants will be able to:

- Start Microsoft Excel, navigate workbooks and exit correctly
- Create, modify, save and close a simple workbook
- Select ranges of cells in a workbook
- Copy and fill data in a workbook
- Create and work with functions in a workbook
- Print data in a workbook
- Create a variety of charts in Excel
- Access and use the help system.

Topics Covered

Getting Started with Excel

Help with Excel
The toolbars
Working with Excel menus
Exploring task panes
Excel short-cut keys

The Basics of File Management

New workbooks
How to open, save and close workbooks
Excel file types

Explore your Workbook

Switching worksheets
Selecting cells
Exploring a worksheet
The zoom feature

Working with Excel

Columns, rows, cells, and ranges
Creating worksheet labels
Entering and deleting data

Basic Excel Features

Autofill and Autosum
Autocomplete
Working with basic formulas

Editing Tools

Autocorrect and spell check
Using find and replace
Documenting a worksheet with comments

Moving your Data

Dragging and dropping cells
Cut, copy, and paste cells
Paste special

Using Smart Tags and Option Buttons

The error option button
The autofill option button
The paste option button

Modifying Cells and Data

Working with the Formatting Toolbar
Adjusting Cell Alignment
Rotating Text

Cell Formatting

Conditional Formatting
AutoFormat
Cell Merging and AutoFit
Find and Replace Formatting

Enhancing a Worksheet's Appearance

Working with Styles
Modifying Excel's Toolbars

Working with Charts

Formatting a Chart
Manipulating a Chart
Enhancing a Chart

Working with Charts and Data

Changing the Chart
Creating 3-D Charts
Making Custom Charts

Organizing your Workbook

Inserting and Removing Worksheets
Renaming, Moving, and Colour-Coding
How to Split and Freeze a Window
Using Multiple Workbooks and Windows
Creating a Custom View

Formatting your Workbook

Using Headers and Footers
Changing Margins and Orientation
Hiding Rows, Columns and Worksheets

Printing a Workbook

Setting up Page Breaks
Adding Print Titles and Gridlines

More Workbook Features

Linking and consolidating Workbooks
Combining and protecting Worksheets
Using Templates