

Excel 2003 Introduction

Course Outline

1 day course

Objectives

After completing this course you will know how to:

- Create a spreadsheet
- Format a spreadsheet
- Edit data on a spreadsheet
- Use formulas and functions
- Print a spreadsheet

Pre-requisites

Experience of Windows 2000 or later. Basic keyboard skills

Course Contents

Introduction to Microsoft Excel

What is Excel?
Excel file types
Excel environment
Toolbars

Workbooks and worksheets

Creating and opening workbooks
Working with workbooks and worksheets
Working with cells
Navigating within a worksheet

Spreadsheet Data

Entering data
Using time saving features

Formatting and Customising Data

Selecting in Excel
Formatting text
Formatting numbers
Formatting columns and rows
Formatting cells with borders and shading

Editing Spreadsheets

Cutting, copying and pasting
Inserting and deleting
Using Undo
Using find and replace

Formulas and functions

Entering formulas
Entering functions
Using named cells in formulas

Printing

Using Page Setup
Margins
Headers and footers
Printing the spreadsheet