

## MS Excel 2003 Introduction

### A One-Day Training Course

#### Course Aims

This is our most popular Office 2003 course. You will learn everything that your average spreadsheet user needs to know. Some of you may wish to go on to the next level but many learn everything they need on this course.

This is an entirely hands-on course and there will be opportunity for users to raise questions about their own specific projects and requirements.

#### Course Outline

##### Introduction to Excel 2003

- Starting Excel 2003
- The Excel 2003 Screen
- The Worksheet Area
- The Cell Pointer
- Mouse Pointers
- Right-Click Shortcut Menus
- Exiting or Closing Excel 2003

##### How to use Help properly

- Help Index and Contents
- Using Find
- Screen Tips and What's This?

##### Working with Excel Files

- Workbooks and Worksheets
- Creating a New Workbook
- Moving Around the Worksheet
- Saving Your Workbook
- Closing Files
- Opening Files

##### Cells and Ranges

- Cell Addresses
- Range Addresses

##### Entering and Editing Worksheet Data

- Entering Data
- Editing Data
- Undo and Redo
- Selecting Cells and Ranges
- Moving and Copying Data
- Columns and Rows
- Worksheets

##### Introduction to Formulas

- Entering a Basic Formula
- The SUM Function
- Editing Formulas
- AutoSum
- Moving and Copying Formulas

##### Entering Data Automatically

- Creating Number, date and text series
- Save hours by Copying Formulas

#### Target Audience

The course is designed for spreadsheet beginners with the requisite skills outlined below. It is also useful for those changing from other programs as well as those who are self-taught and who wish to consolidate their basic knowledge before moving on to the next level.

#### Assumed Knowledge

Knowledge of the Windows operating system, file management, and keyboard layout is essential

##### Formatting Worksheets

- Number Formatting
- Alignment
- Font Formatting
- Borders and Shading
- The Format Painter
- Column Formatting
- Row Formatting

##### Viewing the Worksheet

- Using Zoom
- Split
- Freeze Panes

##### Printing

- 1. The Print Area
- 2. Checking your Work with Print Preview
- 3. Page Break Preview
- 4. Page Setup...
- Page Settings
- Margin and Alignment Settings
- Headers and Footers
- Setting Sheet Printing Options
- Setting Print Titles
- Print the Worksheet

##### Working with Lists of Data

- Sorting Data
- Using AutoFilter to extract data from lists

##### Creating Simple Charts

- Creating a Chart
- Moving and Sizing the Chart
- Formatting Chart Items
- Adding Data to the Chart
- Deleting Data from the Chart
- Printing a Chart

##### Useful Keyboard Commands