

Course Outline

Microsoft Office Excel 2003

Designed for: Those who wish to learn this popular spreadsheet program

Prerequisites: Familiar with Windows environment and basic keyboarding experience

Objectives: To teach the Excel 2003 program to Microsoft Office Specialist Level

Course Content

- Lesson One – Including: The Excel 2003 screen, creating a worksheet, entering text and numeric data, navigation, saving, naming and closing, opening an existing spreadsheet, editing cell contents, accessing help
- Lesson Two – Including: Changing font type and size, text enhancement, selecting cells and ranges, text alignment, merging and splitting cells, modifying column width and row height, printing the active sheet, creating a folder, saving in a different format
- Lesson Three – Including: Inserting and deleting rows, switching between multiple workbooks, moving and copying cells, cut, copy and paste, AutoFill, Office clipboard
- Lesson Four – Including: AutoComplete, Hide and unhide columns and rows, freezing and unfreezing panes, inserting columns, change text orientation, page break preview, changing to landscape orientation, adjusting margins and scaling, centring between margins, displaying gridlines, inserting headers and footers, setting a print area, selecting non-adjacent data, naming and deleting a worksheet, saving a workbook as a template, creating a workbook from a template
- Lesson Five – Including: Applying borders, formatting numbers, defining and applying styles, Auto Calculate, complex formulas, absolute cell references
- Lesson Six – Including: Inserting a new worksheet, formatting a worksheet tab, grouping and ungrouping worksheets, 3-D references, applying wrap text formatting, indenting text, printing row and column headings, centring text horizontally and vertically in a range, adding, viewing and editing comments
- Lesson Seven – Including: Using the SUM and COUNT functions, AVERAGE, MAX and MIN functions, sorting columns, using NOW and IF functions, PMT and FV functions, AutoFilter, find and replace
- Lesson Eight – Including: Using the Chart Wizard, creating a two series line chart, formatting the plot area, creating a pie chart, saving selected data and a workbook as a web page, inserting a picture, resizing and repositioning, inserting and modifying an object, inserting and using a hyperlink, creating, modifying and positioning a diagram

Course duration: 20 hours

What next: Excel 2003 Expert