

Microsoft Excel 2003

Course Level : Introduction

Course Duration : 2 days

Prerequisites : A working knowledge of Windows95/98/NT4. A knowledge of basic mathematical operations would also be beneficial.

▼ Course Content

- Course Objectives
- What is a Spreadsheet?
- Loading Excel 2002
- Discussing some terminology
 - Choose
 - Dimmed
 - Select
 - Unselect
- The Excel 2000 Screen
 - Title Bar
 - Menu Bar
 - Toolbars
 - Scroll Bars
 - Position Indicators
 - Status/Edit line
 - Cells
- Using Excel Help
 - Help Contents
 - Answer Wizard
 - Office Assistant
 - Point and Shoot Help
- Moving around the spreadsheet
- Operating the menu structure
 - What the symbols mean
 - The Toolbars
 - Expanding Menus
- Planning the spreadsheet
 - From conception to completion
- Entering Narrative and Data
 - General Format
 - Number
 - Text



- Saving a spreadsheet
 - the Toolbars
 - using shortcut keys
 - the Save dialog box
 - Save and Save As
 - The Places bar
 - Save options
- Files and filenames
 - valid and invalid characters
 - invalid names
- Entering formulas
 - Formula syntax
 - Using the mouse
 - Using the keyboard
 - Using AutoSum
 - AutoCalculate
 - Using the Formula Palette
- Deleting the contents of a cell
- Undoing actions
 - Multiple Undo
- Copying a cells contents
 - Using the mouse
 - Using the Toolbars
 - Collect and Paste
- Cell Referencing
 - Relative
- Working with ranges
 - Consecutive
 - Non-consecutive
 - Range references
 - Range Finder
- Spell Check
 - AutoCorrect
 - Creating AutoCorrect entries
- Printing a spreadsheet
 - The print dialog box
 - Page Setup
 - Page Break Preview
- Closing a spreadsheet
 - Why close a spreadsheet?
 - Saving a spreadsheet when closing it
- Opening a spreadsheet
 - Recent files list
 - Using the menu structure/toolbars

Microsoft Excel 2003

- **Selecting Cells**
 - Single cell
 - Multiple cells
 - Non consecutive cells
 - using the mouse
 - using the keyboard
- **Inserting Rows and Columns**
- **Deleting Rows and Columns**
- **Formatting cells**
 - Numeric
 - Currency
 - Comma
- **Aligning Text**
 - Left
 - Centre
 - Right
 - Evenly spaced
 - Merge Cells
 - Indent
 - Rotate
 - Vertical Alignment
- **Changing Column Width**
 - Single Column
 - Multiple Columns
- **Setting attributes on the spreadsheet**
 - Embolden text
 - Underline text
 - Italicize text
 - The Font
 - The Point Size
 - Borders
 - Shading
 - Colour
- **Using AutoFormat**
- **Using some shortcuts**
 - Shortcut menu
 - Shortcuts on screen
- **Using the Format Painter**
- **Fill by Example**
 - Customised Lists
 - List AutoFill
- **Circular References**
 - What are they?
 - Why are they there?
 - How to get rid of them
- **Sheet Manipulation**
 - Freeze Panes
 - Unfreeze Panes
- **Order of precedence in calculations**
- **Statistical functions**
- **Creating Graphs**
 - Graph Types
 - Selecting the type
 - Selecting data
 - Creating titles
 - Adding the data table
 - Changing the Chart type
 - Changing the appearance of Chart items
- **Using the Excel 2000 database**
- **Creating the database**
 - AutoComplete
 - Pick from List
- **Sorting the database**
- **Querying the database**
- **The Menu Structure**
- **The Toolbars**
- **Workshop**

