



CORPORATE & CAREER TRAINING

Excel 2003 Basics

8 Hours

Objectives:

Excel 2003 Level I is the beginning seminar in Excel 2003 training. It covers the basics of Excel's functions and features. Trainees will learn to:

- Navigate the Excel environment quickly and easily
- Create and save workbooks for easy retrieval
- Insert, change, and delete data to edit a worksheet
- Create and modify formulas to perform calculations
- Use built-in functions to streamline calculations
- Move and copy data to revise a worksheet
- Format data and cells to enhance worksheet appearance
- Insert and delete columns and rows to better organize data
- Adjust page setup options to enhance worksheet layout
- Preview and print worksheets
- Access online help to get assistance

Outline:

- The Excel Interface: toolbars, menus, and task pane
- Basic Workbook Skills: cells, workbooks, data entry shortcuts, and editing cell entries
- Working with Ranges: using and selecting ranges, entering values into a range, and using AutoFill.
- Creating Simple Formulas: using, entering, and editing formulas, using functions including AutoSum, AutoSum List, AutoCalculate, checking errors.
- Copying and Moving Data: copying, cutting and pasting data and formulas, Paste Options button, the Clipboard Task Pane, absolute references, drag and drop editing, undo/redo.
- Formatting Numbers and Text: using number formats (currency, percent, comma), decimal places, formatting cell text (font sizes, types and colors), wrapping, shrinking, and rotating text.
- Working with Columns and Rows: changing width and height, hiding and unhiding, and inserting and deleting rows and columns.
- Using Page Setup: margin and centering options, page orientation, headers and footers, gridlines, repeating row/column labels, scaling a worksheet.
- Printing: previewing and printing
- Appendix: Formatting Cells and Using Microsoft Excel Help