

Excel 2003

Introduction

Course Description

This course is designed for people who are new to spreadsheet or converting from another program. The learning outcomes of this course cover the basic day to day tasks required to work with an Excel spreadsheet and produce basic reports.

Starting Excel

- Familiarisation of Excel
- The Excel workbook
- Moving around
- Menus and Toolbars

Creating & Saving Workbooks

- Creating a new workbook
- Entering data and labels
- Entering formulas
- Using the AutoSum button
- Saving the workbook
- Getting Help

Editing Data

- Selection techniques
- Editing the contents of a cell
- Using Find and Replace
- Editing a formula
- Resizing columns and rows
- Inserting columns, rows and cells
- Using Undo
- Copy and Paste techniques

Formatting the Worksheet

- Fonts
- Text Alignment options
- Rotation
- Text wrapping
- Formatting numbers
- Formatting dates
- Borders and shading
- Using fill colours
- Using the Format painter
- Clearing formats
- Adding graphics

Basic Functions

- Using Basic Excel functions
- Using the Function List
- Using Insert Function

Previewing and Printing

- Page Setup
- Adding Headers and Footers
- Using Page Break View
- Using Print Preview
- Printing a worksheet
- Printing multiple copies
- Printing a range of pages or selected pages
- Setting and clearing print areas

Absolute References

- Understanding relative references
- Overview of absolute references
- Creating an absolute reference

Spreadsheet Design

- Overview/discussion of good design techniques

Duration:

1-Day

Audience:

The course has been designed for new users of Microsoft Excel 2003.

Pre-requisites:

Participants must have basic keyboard and mouse skills and be familiar with the Windows operating system

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support