

Excel 2000 - 2003 Level 1

1-day course

Course Code: S1N1en

Who should attend? This course is intended for new users of Excel 2000 - 2003.

Prerequisites Windows 95, 98, 2000, XP or Windows NT 4.0

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Open and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel spreadsheets
- Organize columns and rows to accommodate information and edit the contents of cells to organize the information on your worksheet
- Calculate values by entering formulas into cells and specify an exact address of a cell by creating an absolute cell reference, create formulas by typing functions or build more complex formulas using the Insert Function dialog box
- Format cells and worksheet elements to make the worksheet consistent and readable
- Change the page setup and preview the workbook to define how the printed worksheet appears

Course Content

Getting Started with Microsoft Excel 2003
Understanding Spreadsheet Concepts; Creating New Workbooks;

Modifying the Worksheet
Working with Columns and Rows; Working with Cell Contents;

Using Formulas and Functions
Creating and Using Formulas; Creating and Using Functions; Using Absolute Cell; References; The Insert Function Command;

Formatting Worksheets
Formatting Cells; Formatting Worksheet Elements;

Setting Print Options
Changing the Page Setup; Previewing the Workbook;
