

Excel 2003 Level 1

1-day course
Course code: S131

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

Prerequisites Windows 2000, XP or Windows NT 4.0

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

- o Open and move around in an Excel workbook to learn navigation skills necessary for creating and using Excel spreadsheets
- o Organize columns and rows to accommodate information and edit the contents of cells to organize the information on your worksheet
- o 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
- o Format cells and worksheet elements to make the worksheet consistent and readable
- o 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;
