

Excel 2003 Introduction

COURSE OUTLINE

Brief

Would you like to use Excel but don't really know where to start, or perhaps you have used it previously but struggled through so need more help? This course is the course for you!

Target Audience

Relevant to anyone who currently works with Excel but wants to improve their knowledge or who has never used Excel, but needs to work with tables, lists or create simple formulas.

Pre requisites

No prior knowledge of Excel needed.

The course looks at creating a workbook, entering, editing, copying, moving and deleting information. It also covers creating simple formulas and using the AutoSum function. This course will show you how to use formatting to improve the appearance of a spreadsheet and how to improve the way a spreadsheet looks when printed.

Objectives

By the end of this course you will be able to produce a spreadsheet, create simple formulas and improve the appearance of a spreadsheet on screen and when printed.

Course Duration

2.5 hours

Course Content

Getting Started

- Navigating in an Excel Workbook
- Sheet Tabs
- Entering Data
- Editing Data
- Deleting Data
- Moving and Copying Data

Improving the appearance of a workbook

- Changing column widths
- Using different font styles
- Aligning columns
- Adding borders
- AutoFormat

Formulas

- Calculation symbols
- Performing simple calculations
- Using AutoSum

Printing

- Using Print Preview
 - Exploring Print Setup Options
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What Next:

Excel Intermediate