

MS Excel 2003 Intro A One Day Training Course

Course Aims:

This intensive course is designed to give an introduction to the essential aspects of this powerful integrated spreadsheet product from Microsoft. It is entirely 'hands on' and those attending will gain a good basic understanding of spreadsheet production including formatting, editing and printing.

Course Outline:

Introduction to MS Excel 2003

- What is a Spreadsheet?

Getting Started

- Starting Excel
- Excel Opening Screen
- Title, Menu, Scroll & Toolbars
- Formula Bar and Name Box
- Active Cell, Column and Row Headers
- Sheet Tabs; Status Bar
- Menus and Sub-menus; SpeedKeys
- Dialogue Boxes & Elements, Exiting Excel
- The Office Task pane

Getting Assistance

- Using the Office Assistant
- Looking Up Information in the Index and Contents
- Manipulating the Help Window
- Using the Ask box

Spreadsheet Basics

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse and the Keyboard
- Using Go To; Spreadsheet Data Types
- Entering and Editing Data
- Editing Long Entries

- Undoing Incorrect Edits
- AutoFill; Custom Lists
- Moving Data with Drag and Drop
- Clearing Data from the Sheet
- Saving and Closing a Workbook
- Opening or Deleting a Workbook

Entering Basic Calculations

- AutoSum; Entering a Calculation
- Using Relative and Absolute Cell Addresses

Formatting the Worksheet

- Formatting Toolbar; Enhancements
- Alignment; Formatting Numbers
- Resizing Columns and Rows

Structuring the Worksheet

- Cut, Copy and Paste
- Moving Entries (Cut and Paste)
- Copying Cell Contents (Copy and Paste)
- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets

Printing

- Print Preview
- Changing the Page Setup
- Printing

Target Audience:

Intending, new or recent users of MS Excel 2003 who want to get to grips with the essentials of this package as quickly as possible.

Assumed Knowledge:

A basic understanding of PCs, use of a keyboard and mouse plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Windows User Introduction" course.