MS Excel 2003 Introduction

WALL TO WALL
COMPUTER SERVICES

Duration: **1 Day**   Course Code: **I-B060**

This one day workshop has been designed to introduce you to the fundamental concepts of this powerful spreadsheet package.

Learning Outcomes

By the end of this course students will be able to create and store a Worksheet, Use Time Saving features such as AutoSum & AutoFill, Create Formulas, Customise Worksheets & produce & format Charts and Graphs

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Excel. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Starting Microsoft Excel
- Explain the Excel Screen
- Workbooks & Worksheets
- Entering Data Efficiently
- Workbook Navigation
- The Menu Toolbar
- Closing a Workbook

Opening, Saving & Exiting Excel

- Creating a New Workbook
- Saving your Workbook
- Saving as a HTML Document
- Forwarding your Workbook as an Email
- Setting Workbook Properties
- Working with Multiple Workbooks
- Exiting Excel

Basic Features

- Totalling Data using AutoSum
- Spell Checking your Workbook

- Printing your data

Using AutoFill

- AutoFilling Data on a Worksheet
- Creating Custom Lists for AutoFill

Cell Adjusting, Moving and Copying

- Merging Cells
- Resizing Rows & Columns
- Inserting and Deleting Columns & Rows
- Move & Copy Information

Creating Formulas

- Constructing Formulas and the Rules of BODMAS
- The Difference between Absolute and Relative Cell References in Formulas
- Creating 3D Formulas between sheets
- Linking Multiple Workbooks
- Using Range Names

Formatting Worksheets

- Different Formatting Techniques for your Workbooks
- Applying Conditional Formatting to Worksheets
- Create and Apply Custom Number Formatting
- Highlighting Cells that meet certain conditions

Viewing your Worksheet

- Viewing your Worksheet in a variety of different ways

Charting your Data for Maximum Impact

- Displaying your Data as a Separate or Embedded Chart
- Modifying the Layout of your Charts

Getting Help & Printing

- Using the Office Assistant
- Printing selected parts of your Workbook
- Adjusting your Worksheets Page Layout options for Printing
- Inserting & Deleting Page Breaks
- Printing your Workbook with Charts

Suggested starting point for most people if you are mostly self taught