

Microsoft® Office Excel 2003: Level 1

Course Specifications

Course length: 1.0 day(s)

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Course Objective: You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:
Microsoft Office Windows XP: Introduction

If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: An Overview of Excel
Topic 1B: Navigate in Excel
Topic 1C: Select Data
Topic 1D: Enter Data
Topic 1E: Save a Workbook
Topic 1F: Obtain Help

Lesson 2: Modifying a Worksheet

Topic 2A: Move and Copy Data between Cells
Topic 2B: Fill Cells with Series of Data
Topic 2C: Edit Cell Data
Topic 2D: Insert and Delete Cells, Columns, and Rows
Topic 2E: Find, Replace, and Go To Cell Data
Topic 2F: Spell Check a Worksheet

Lesson 3: Performing Calculations

Topic 3A: Create Basic Formulas
Topic 3B: Calculate with Functions
Topic 3C: Copy Formulas and Functions
Topic 3D: Create an Absolute Reference

Lesson 4: Formatting a Worksheet

Topic 4A: Change Font Size and Type
Topic 4B: Add Borders and Color to Cells
Topic 4C: Change Column Width and Row Height
Topic 4D: Merge Cells
Topic 4E: Apply Number Formats
Topic 4F: Create a Custom Number Format

Topic 4G: Align Cell Contents

Topic 4H: Find and Replace Formats
Topic 4I: Apply an AutoFormat
Topic 4J: Apply Styles

Lesson 5: Developing a Workbook

Topic 5A: Format Worksheet Tabs
Topic 5B: Reposition Worksheets in a Workbook
Topic 5C: Insert and Delete Worksheets
Topic 5D: Copy and Paste Worksheets
Topic 5E: Copy a Workbook

Lesson 6: Printing Workbook Contents

Topic 6A: Set a Print Title
Topic 6B: Create a Header and a Footer
Topic 6C: Set Page Margins
Topic 6D: Change Page Orientation
Topic 6E: Insert and Remove Page Breaks
Topic 6F: Print a Range

Lesson 7: Customizing Layout

Topic 7A: Split a Worksheet
Topic 7B: Arrange Worksheets
Topic 7C: Freeze and Unfreeze Rows and Columns
Topic 7D: Hide and Unhide Worksheets

Are you a pencil pusher trapped in a computer?

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www.mjhtraining.com

info@mjhtraining.com

Ph : 242-2231

