

Excel 2003: Basic

1 day

Description

This ILT Series course teaches the basic functions and features of Excel 2003. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Excel 2003 Core and Expert exams. For comprehensive certification training, students should complete Excel 2003: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*

Course Outline

Unit 1: Getting started

Topic A: Spreadsheet terminology
Topic B: Exploring the Excel window
Topic C: Getting help
Topic D: Opening and navigating workbooks
Topic E: Closing workbooks

Unit 2: Entering and editing data

Topic A: Creating workbooks
Topic B: Entering and editing labels and values
Topic C: Entering and editing formulas
Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

Topic A: Moving and copying data
Topic B: Moving and copying formulas
Topic C: Using absolute references
Topic D: Inserting and deleting ranges

Unit 4: Using functions

Topic A: Entering functions
Topic B: Using AutoSum
Topic C: Using AVERAGE, MIN, and MAX

Unit 5: Formatting worksheets

Topic A: Formatting text
Topic B: Formatting rows and columns
Topic C: Number formatting
Topic D: Using Format Painter and AutoFormat

Unit 6: Printing

Topic A: Preparing to print
Topic B: Page Setup options
Topic C: Printing worksheets

Unit 7: Creating charts

Topic A: Chart basics
Topic B: Modifying charts
Topic C: Printing charts

Unit 8: Web features

Topic A: Saving workbooks as Web pages
Topic B: Hyperlinks
Topic C: Sending workbooks via e-mail

Appendix A: Instant messaging

Topic A: Instant messages

Appendix B: Alternative user input

Topic A: Speech recognition
Topic B: Handwriting recognition