



This course is for people who are new to spreadsheet work, or who have not used a spreadsheet program designed for the Windows environment. The primary strength of a spreadsheet program is mathematical calculations. A spreadsheet program is used to prepare budgets, financial projections, and other reports arranged in rows and column.

Microsoft Excel 2003 Introduction is a four-hour class.

PREREQUISITES

- Introduction to Windows or equivalent experience

CONTENT

- Activate Microsoft Excel 2003
- Understand Excel 2003 window components
- Use Natural Language search to display topics from Excel Help
- Open a workbook and comprehend the workbook concept
- Insert and rename sheet tabs
- Select data and navigate in the worksheet
- Plan a worksheet
- Identify Data Types
- Enter data in a worksheet
- Change column width and row height
- Create and save a workbook
- Relative and absolute cell addresses
- Analyze formula syntax
- Write functions and formulas
- Use AutoSum and AutoCalculate
- Use AutoFill
- Develop simple mathematical functions
- Search for functions using natural language
- Create an expense worksheet
- Apply number formats to support worksheet data
- Align cell entries, apply text formats, and apply cell borders for visual clarity
- Edit cell entries
- Clear cell contents, comments, and formatting
- Undo and redo multiple actions
- Spell check a worksheet
- Insert and delete rows
- Carry out a keyboard shortcut to repeat editing functions
- Use the Office Clipboard to copy cell contents