

**Microsoft Excel 2003 Introduction – Duration 1 day**

**Pre-requisites:** Delegates must be confident with using a keyboard, mouse and Windows.

**Aim:** By the end of this course you will be able to create a basic Spreadsheet with the aid of notes.

**Objectives:** The following objectives will be covered in the course:

- Excel Basics
- Entering Data and Navigating
- Cells, Ranges and Functions
- Formatting
- Printing
- Workbook Environment

**Course Outline:**

- Excel Basics**
  - The Paper Spreadsheet
  - The Excel Program
  - The Workbook Environment
- Entering Data and Navigating in a Worksheet**
  - Entering and Correcting Data
  - Saving a File
  - Navigating and Movement Techniques
- Cells, Ranges and Functions**
  - Working with Ranges
  - Working with Functions
  - Editing Cell Contents
- Moving and Copying Data**
  - Inserting Rows and Ranges
  - Moving Data
  - Copying Data
  - Absolute References
  - Using the Full Series Function
- Formatting a Worksheet**
  - Formatting a Worksheet
  - Number Formats and Text Alignment
  - Copying and Pasting Formats
  - Special and Custom Formatting
- Printing a Worksheet**
  - Check Spelling
  - Using the Print Preview Command
  - Printing a Large Worksheet
  - Additional Print Options
- Introduction to the Workbook Environment**
  - Using a Multiple-Sheet Workbook
  - Creating a Chart
  - Outlining
  - Spreadsheet Solutions