



Central IT Training

Excel 2003 Introduction

Course Duration 2 Days 9:30am to 4:30pm

Overview

This course is designed to give you a good basic knowledge of Excel enabling you to create and edit spreadsheets.

Minimum Requirements

Delegates should have a basic knowledge of windows and be able to use the keyboard and mouse.

Course Contents

The Basics

- The Excel Screen
- Cells, Rows and Columns
- Navigating Around a Workbook
- Selecting Cells, Rows, Columns
- Entering Data
- AutoComplete
- Creating a Series
- Custom Lists
- Creating New Workbooks

Formatting

- Formatting Numbers
- Cell Alignment
- Formatting Font
- Formatting Borders
- Shading Cells
- Clearing Formatting
- Data Types

Editing Data

- Editing and Deleting Data
- Undo and Redo Actions
- Cut, Copy and Paste Data
- Drag and Drop Data
- Insert Cells, Rows, Columns
- Delete Cells, Rows, Columns
- Column Widths and Row Heights

Formulas

- The Formula Bar
- Basic Calculations
- The Formula Palette
- SUM, IF, MIN, MAX, AVERAGE
- Using AutoSum
- Moving and Copying Formulas
- Calculations on the Status Bar
- Relative References
- Absolute References

Managing Workbooks

- Open, Save and Close
- Moving between Worksheets
- Copy and Delete Worksheets
- Inserting Worksheets
- Grouping Worksheets
- Renaming Worksheets
- Printing and Page Setup

Charts

- Creating a Chart
- Adding and Deleting Chart Data
- Changing Chart Type and Text
- Formatting a Chart
- Size and Position a Chart
- Printing a Chart