

Exact Business Solutions Pty Ltd

Course Outlines



Introduction to Microsoft Excel 2003

A One-Day Guide

Ref No.DD187

Course Aims This manual aims to provide a sound understanding of the concepts of spreadsheets. It is designed to teach spreadsheet skills required in an office environment including Formulas, Charts, Lists and Formatting.

Objectives At the end of the course, participants will have learned to:

- Spreadsheet Terminology
- Creating Worksheets
- Creating Formulas
- Using common Functions
- Calculations across worksheets
- Manipulating Data
- Handy keyboard hints and shortcuts
- Formatting Text and Data
- Creating Embedded Charts with the Chart Wizard
- Creating Separate Chart Sheets
- Formatting Charts

Number of Pages 99

Audience The course is aimed at those participants who require introductory spreadsheet skills. It is also for those needing Formatting and Chart skills.

Prerequisites It is essential that participants have good mouse skills. Knowledge of Excel is advantageous.

Course Length In a training environment this manual is suitable for 1 Day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace.

Introduction to Microsoft Excel 2003 in Detail

<p>Introduction Course Objectives Starting Excel The Excel Screen Moving around the Sheet Displaying other Areas Mouse Movements Viewing other Sheets Personalised Menus Menu Elements Changing Menu Options Menu Animations Closing a Workbook Dialog Boxes Toolbars ScreenTips Displaying and Hiding Toolbars Inserting Text and Numbers Typing the Text Column Widths Changing Column Widths Changing Multiple Columns AutoFit the Selection Typing Numbers Saving a Workbook The Places Bar Alignments and Indents Indenting Merge and Centre Printing Calculations AutoSum Filling the Formula Formulas Cell Editing Exercise – Creating a Worksheet Manipulating</p>	<p>Toolbars Moving a Toolbar Sizing a Toolbar Closing a Toolbar A Second Worksheet Copying Text Using an Entry Range Calculating across Worksheets Creating the Difference Worksheet Selecting Multiple Ranges Calculating the difference in data Filling Formulas Completing the Third Worksheet Functions Function Syntax The Average Function Editing Sheet Tabs Changing a Sheet Name Inserting a Sheet Deleting Unwanted Sheets Formatting Fonts and Fonts Sizes Fonts Using Format, Cells Number Formatting Formatting a Group of Sheets Ungrouping Sheets Number Formatting Borders Pasting Formats Cell Shading Font Colour Formatting Exercise Spelling Spelling Exercise Print Preview Page Break Preview Adjusting the Page Breaks Previewing the Workbook Zoom Margins and Column Widths</p>	<p>Column Widths in Print Preview Page Setup Orientation Scaling The Margins Tab Headers and Footers Built-In Headers and Footers Custom Headers and Footers Header Icons Custom Footers Sheet Options Page Breaks and Print Areas Inserting a Page Break Setting a print area Printing Charting The Chart Wizard Step 1 - The Chart Type Step 2 - Chart Source Data Step 3 - Chart Options Step 4 - Chart Location Chart Areas Sizing and Moving a Chart The Chart Toolbar Changing the Chart Type The Legend Gridlines Removing an Axis Formatting the Chart Previewing the Chart and Data</p>
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