# MICROSOFT OFFICE EXCEL 2003 INTRODUCTION

# **COURSE AIMS**

This course is aimed at new users of Microsoft Excel who have little knowledge of Microsoft Windows or Excel.

On completion of this course the user should be able to confidently do the following:

- Construct realistic spreadsheet models using formulae and functions.
- Present and print worksheets in a comprehensible and attractive way.
- Create, modify and print a variety of business charts from worksheet data.
- Organise and manage a worksheet database.

# **COURSE CONTENT**

#### Introduction

The Spreadsheet Concept Standard and Formatting Toolbars Task Panes

#### **Cell Ranges**

Moving the Active Cell Selecting a Range

#### **Entering Data**

Constants and Formulae Functions

#### **Files**

Saving, Opening and Closing Files New Files Templates Workspaces

#### **Editing**

Copying/Filling and Moving AutoFill Inserting and Deleting

#### **Formatting**

AutoFormats Number Formatting

## **Printing**

Page Setup

#### Charts

Creating and Printing a Chart

#### **Workbook Sheets**

Sheet Navigation Renaming a Sheet Inserting, Deleting and Moving Sheets 3-D Printing

# **Workbook Databases**

Creating a Database Sorting and Filtering Data

## Linking

Creating File Links Linking Excel to Word for Windows

#### **Toolbars**

Customising

# **NOTES**

Ability also offer Advanced and Visual Basic for Applications courses for more experienced users.

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