

USING MICROSOFT OFFICE EXCEL 2003 - LEVEL 1

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Familiar with the Windows environment.

Course Overview

In the *Using Microsoft Office Excel Level 1* course, you learn about creating, modifying, formatting, and printing basic worksheets. You will learn how to create and use formulas and functions to perform calculations in worksheets. You will also learn how to generate and format a column chart.

Getting Started with Excel

- Identify parts of the workbook window
- Worksheet concepts and terminology
- Navigate a worksheet
- Select cells, columns, and rows
- Navigate a workbook

Create a Basic Worksheet

- Enter and edit data
- Merge and center data in cells
- Rename a worksheet
- Save a workbook
- Close a workbook

Modify a Worksheet

- Open a workbook
- Change column width
- Change row height
- Insert rows and columns
- Delete rows and columns
- Insert and delete cells
- Clear cells
- Undo and Redo Actions
- Save workbook changes
- Send a workbook via Email
- Fill a series
- Copy data and formulas
- Using absolute cell references
- Move data in worksheets

- Using Find and Replace
- Insert and edit Hyperlinks
- Insert and remove a page break
- Check spelling

Working with Formulas and Functions

- Using AutoSum for quick totals
- Enter a Formula to perform a calculation
- Insert a Function
- Using the IF function
- Using the PMT function
- Using the Average function

Print Worksheets

- Page Setup options
- Preview a worksheet
- Print a worksheet

Getting Help Information

- Using the Ask a Question Box
- Using the Office Assistant
- Using the Help Menu

Format a Worksheet

- Format Cells (number, currency, date, ...)
- Format Characters (font style, alignment,...)
- Apply Borders and Shading
- AutoFormat a worksheet

Create and modify a column chart

