

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

NOTES

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

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

ability software consultants