Microsoft Excel 2003: Introduction

Overview: Students will learn how to create, edit, format and print basic worksheets and workbooks in Microsoft Excel 2003.

Prerequisites: Windows XP Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Excel
Navigate in Excel
Select Data
Enter Data
Save a Workbook
Obtain Help

Lesson 2: Modifying a Worksheet
Move and Copy Data Between Cells
Fill Cells with Series of Data
Edit Cell Data
Insert and Delete Cells, Columns, and Rows
Find, Replace, and Go To Cell Data
Spell Check a Worksheet

Lesson 3: Performing Calculations
Create Basic Formulas
Calculate with Functions
Copy Formulas and Functions
Create an Absolute Reference

Lesson 4: Formatting a Worksheet
Change Font Size and Type
Add Borders and Color to Cells
Change Column Width and Row Height
Merge Cells
Apply Number Formats
Create a Custom Number Format
Align Cell Contents
Find and Replace Formats
Apply an AutoFormat
Apply Styles

Lesson 5: Developing a Workbook
Format Worksheet Tabs
Reposition Worksheets in a Workbook
Insert and Delete Worksheets
Copy and Paste Worksheets

Copy a Workbook

Lesson 6: Printing Workbook Contents
Set a Print Title
Create a Header and a Footer
Set Page Margins
Change Page Orientation
Insert and Remove Page Breaks
Print a Range

Lesson 7: Customizing Layout
Split a Worksheet
Arrange Worksheets
Freeze and Unfreeze Rows and Columns
Hide and Unhide Worksheets