

Microsoft ®

# Excel 2003 Course Outline

Beginning Level – 6 Hours

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## **INTRODUCTION TO MICROSOFT EXCEL**

- What Is Excel?
- Excel File Types
- Excel Environment
- Toolbars
- Office Assistant

## **WORKBOOKS AND WORKSHEETS**

- Creating And Opening Workbooks
- Working With Workbooks
- Working With Worksheets
- Working With Cells
- Navigating Within A Worksheet
- Navigating The Workbook

## **SPREADSHEET DATA**

- Entering Data
- Using Time Saving Features
- Checking The Spelling

## **FORMATTING AND CUSTOMIZING DATA**

- Selecting Items In Excel
- Formatting Text
- Formatting Numbers
- Manipulating Data
- Formatting Columns And Rows
- Formatting With Colors And Patterns
- Adding And Editing Borders
- Using Autoformat

## **EDITING SPREADSHEETS**

- Cutting, Copying, And Pasting
- Inserting And Deleting
- Using Find And Replace
- Using Undo And Redo

## **FORMULAS AND FUNCTIONS**

- Entering Formulas
- Entering Functions
- Using Named Cells And Ranges In Formulas

## **PRINTING**

- Using Page Setup
- Margins
- Headers And Footers
- Printing A Spreadsheet