



Microsoft® Office Excel 2003: Introduction

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Excel 2003

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Course Objective: You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

Target Student: This course is designed for persons preparing for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft® Office Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Microsoft Office Windows XP: Introduction

If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print the contents of a workbook.
- customize the layout of the Excel window.

Course Content

Lesson 1: Getting Started with Excel

- Topic 1A: An Overview of Excel
- Topic 1B: Navigate in Excel
- Topic 1C: Select Data
- Topic 1D: Enter Data
- Topic 1E: Save a Workbook
- Topic 1F: Obtain Help

Lesson 2: Modifying a Worksheet

- Topic 2A: Move and Copy Data Between Cells
- Topic 2B: Fill Cells with Series of Data
- Topic 2C: Edit Cell Data
- Topic 2D: Insert and Delete Cells, Columns, and Rows
- Topic 2E: Find, Replace, and Go To Cell Data
- Topic 2F: Spell Check a Worksheet

Lesson 3: Performing Calculations

- Topic 3A: Create Basic Formulas
- Topic 3B: Calculate with Functions
- Topic 3C: Copy Formulas and Functions
- Topic 3D: Create an Absolute Reference

Lesson 4: Formatting a Worksheet

- Topic 4A: Change Font Size and Type
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Merge Cells
- Topic 4E: Apply Number Formats
- Topic 4F: Create a Custom Number Format
- Topic 4G: Align Cell Contents
- Topic 4H: Find and Replace Formats
- Topic 4I: Apply an AutoFormat
- Topic 4J: Apply Styles

Lesson 5: Developing a Workbook

- Topic 5A: Format Worksheet Tabs
- Topic 5B: Reposition Worksheets in a Workbook
- Topic 5C: Insert and Delete Worksheets
- Topic 5D: Copy and Paste Worksheets
- Topic 5E: Copy a Workbook

Lesson 6: Printing Workbook Contents

- Topic 6A: Set a Print Title
- Topic 6B: Create a Header and a Footer
- Topic 6C: Set Page Margins
- Topic 6D: Change Page Orientation
- Topic 6E: Insert and Remove Page Breaks
- Topic 6F: Print a Range

Lesson 7: Customizing Layout

- Topic 7A: Split a Worksheet
- Topic 7B: Arrange Worksheets
- Topic 7C: Freeze and Unfreeze Rows and Columns
- Topic 7D: Hide and Unhide Worksheets