

Excel 2003: Basic

1 Day

Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Getting Started With Excel

Lesson 1.1: Introduction

What Is Excel?
New Features In Excel 2003
Opening Excel
Exiting Excel

Lesson 1.2: Help With Excel

Finding Help
The Office Assistant
The Help Task Pane

Lesson 1.3: Beginning Excel

The Standard Toolbar
The Formatting Toolbar
Working With Excel Menus
Exploring Task Panes
Excel Short-Cut Keys

Lesson 1.4: The Basics Of File Management

New Workbooks
How To Open Existing Workbooks
How To Save Workbooks
How To Close Workbooks
Excel File Types

Lesson 1.5: Explore Your Workbook

Switching Worksheets
The Active Cell
Selecting Cells
Exploring A Worksheet
The Zoom Feature

Section 2: Excel Basics

Lesson 2.1: Working With Excel

Columns, Rows, Cells, And Ranges
Creating Worksheet Labels
Entering And Deleting Data
Printing Your Worksheet

Lesson 2.2: Basic Excel Features

What Is Autofill?
What Is Autocomplete
Working With Basic Formulas
What Is Autosum?

Lesson 2.3: Editing Tools

Using Autocorrect
Using Spell Check
Using Find And Replace

Lesson 2.4: Moving Your Data

Dragging And Dropping Cells
How To Cut, Copy, And Paste Cells
How To Cut, Copy, And Paste Multiple Cells And Items
How To Use Paste Special
How To Insert And Delete Cells, Rows, And Columns
Using Undo, Redo, And Repeat

Section 3: Working With Excel

Lesson 3.1: Modifying Cells And Data

Changing The Size Of Rows Or Columns
Working With The Formatting Toolbar
Adjusting Cell Alignment
Rotating Text

Excel 2003: Basic, continued

Lesson 3.2: Enhancing A Worksheet's Appearance

- Adding Patterns And Colors
- Adding Borders
- Working With Styles

Lesson 3.3: Cell Formatting

- Conditional Formatting
- What Is The Format Painter?
- What Is Autoformat?
- Cell Merging And Autofit
- Find And Replace Formatting

Lesson 3.4: Modifying Excel's Toolbars

- Hiding Toolbars
- Showing Toolbars
- Moving Toolbars
- Customizing Toolbars

Lesson 3.5: Working With Charts

- Creating A Chart
- Formatting A Chart
- Manipulating A Chart
- Enhancing A Chart With Drawing Tools
- Adding Fill Effects
- Enhancing Your Chart With Titles And Tables

Lesson 3.6: Working With Charts And Data

- Changing The Type Of Chart
- Changing The Source Data
- Creating 3-D Charts
- Working With The Chart Axes And Data Series

Section 4: Workbook Management

Lesson 4.1: Organizing Your Workbook

- Inserting And Removing Worksheets
- Renaming, Moving, And Color-Coding Worksheets

Lesson 4.2: Formatting Your Workbook

- Using Headers And Footers
- Inserting Page Numbers
- Changing Margins And Orientation

Lesson 4.3: Printing A Workbook

- Choosing A Print Area
- Setting Up Page Breaks
- Choosing Paper Size And Changing Print Scale
- Adding Print Titles And Gridlines