

Description

This course is for individuals who have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. In this course, you will use Microsoft® Excel 2003 to manage, edit, and print data.

Prerequisites

To ensure your success, we recommend you have equivalent knowledge of:

- ✓ 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.

Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning.

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.
- ✓ create & modify charts.
- ✓ customize the layout of the Excel window.

Outline

Unit 1: Getting started

- Topic A: Spreadsheet terminology
- Topic B: Exploring the Excel window
- Topic C: Getting help
- Topic D: Opening and navigating workbooks
- Topic E: Closing workbooks

Unit 2: Entering and editing data

- Topic A: Creating workbooks
- Topic B: Entering and editing labels and values
- Topic C: Entering and editing formulas
- Topic D: Saving and updating workbooks

Unit 3: Modifying a worksheet

- Topic A: Moving and copying data
- Topic B: Moving and copying formulas
- Topic C: Using absolute references
- Topic D: Inserting and deleting ranges

Unit 4: Using functions

- Topic A: Entering functions
- Topic B: Using AutoSum
- Topic C: Using AVERAGE, MIN, and MAX

Unit 5: Formatting worksheets

- Topic A: Formatting text
- Topic B: Formatting rows and columns
- Topic C: Number formatting
- Topic D: Using Format Painter and AutoFormat

Unit 6: Printing

- Topic A: Preparing to print
- Topic B: Page Setup options
- Topic C: Printing worksheets

Unit 7: Creating charts

- Topic A: Chart basics
- Topic B: Modifying charts
- Topic C: Printing charts

Unit 8: Web features

- Topic A: Saving workbooks as Web pages
- Topic B: Hyperlinks
- Topic C: Sending workbooks via e-mail

Appendix A: Instant messaging

- Topic A: Instant messages

Appendix B: Alternative user input

- Topic A: Speech recognition
- Topic B: Handwriting recognition

Appendix C: Microsoft Office Specialist exam objectives maps

- Topic A: Specialist exam objectives
- Topic B: Expert exam objectives