



Excel 2003 Introduction

Prerequisites

Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.

Duration 1 day(s)

Getting Started

- Starting Excel
- Understanding the Display Screen
- Using Personalized Menus
- Using Personalized Toolbars
- Changing Menu and Toolbar Options
- Using Task Panes
- Opening a Workbook
- Managing Open Workbooks
- Using Smart Tags
- Using Excel Help

Entering Data

- Moving the Cell Pointer
- Selecting a Range of Cells
- Creating a New Workbook
- Entering Constant Values
- Saving a Workbook
- Editing Cell Contents
- Clearing Cell Contents
- Working with Undo and Redo
- Closing a Workbook
- Exiting Excel

Using Formulas

- Entering Formulas
- Using the SUM Function
- Summing Columns or Rows Automatically
- Using Statistical Functions
- Working with the Range Finder
- Using Formula Error Checking

Working with Constant Values and Formulas

- Copying and Pasting Constant Values and Formulas
- Moving and Pasting Constant Values and Formulas
- Using Collect and Paste
- Using AutoFill
- Using Absolute Cell References

Formatting Worksheets

- Formatting Numbers
- Changing the Font Format
- Aligning Cell Contents
- Merging Cells
- Adding Borders
- Using AutoFormat

Modifying Columns and Rows

- Changing Column Width and Row Height
- Using AutoFit
- Inserting and Deleting Columns or Rows
- Hiding Columns or Rows
- Using Custom Worksheet Views

Editing Workbooks

- Working with AutoCorrect
- Checking Spelling
- Using Find and Replace

Printing Worksheets

- Using Print Preview
- Adjusting Margins and Column Widths in Print Preview
- Using Page Break Preview
- Using Page Setup
- Creating a Header and Footer
- Printing a Worksheet