

Excel 2003 Introduction Course Content

*The Excel 2003 Introduction course is strongly recommended not only for those who have little or no experience of the application, but **also for those who have used the application regularly but whose knowledge with regard to creation of formulae, relative and absolute cell referencing and error analysis is limited.** The course provides a firm basis on which to build and move forward to more complex features and functions dealt with at Intermediate level.*

Excel Basics

What is Excel?
Starting Excel
What you see initially
Using the keyboard

Excel Hints and Tips

About the Workbook
Hints and Tips
Saving Data
The Save As feature

Spreadsheet Development

Entering data
Editing cells
Deleting data
The Undo feature
Saving current and creating new files

Spreadsheet Formatting

Widening columns
Changing the width of more than one column
Changing the standard width of every column
The Fill Handle
Copying and moving data

Formatting using the Formatting toolbar
Formatting using the Format menu
Formatting values

Formulae and Functions

Formulae
Relative cell references
The Sum function
Percentages
Absolute cell references
Inserting rows and columns
Printing

Spreadsheet Practicals

Practical 1
Practical 2
Practical 3

Spreadsheet Techniques

Names
Freezing panes
Splitting windows
Changing the worksheet size on screen
Printing techniques

Introduction to Charts

Creating charts
Printing charts