

Duration: One day

Associated courses: Excel Intermediate, Excel Advanced

Excel 2003 Introduction

Description	Pre-requisites
This course is designed for users who have had little or no exposure to Microsoft Excel. It teaches the basic techniques that are required to put together a basic worksheet. By the end of this course, participants will have the tools to enter a variety of data, create simple formulas, format the worksheet, create simple charts and be able to edit, save, retrieve and print their work.	Participants should be familiar with the Windows operating system and comfortable using a keyboard and mouse.

CONTENTS

<p>Excel Fundamentals</p> <p>Creating, saving closing, opening and renaming a workbook.</p> <p>Working with rows, columns and cells</p> <p>Entering text, numbers, dates and percentages</p> <p>Selecting a cell, cell-range, row or column</p> <p>Insert, delete and resize a row/column</p> <p>Moving around a worksheet</p> <p>Formulas and functions</p> <p>Entering and editing a formula</p> <p>Rules for formulas</p> <p>Fixing problems with a formula</p> <p>Five basic functions</p> <p>- SUM, AVERAGE, COUNT, MIN, MAX</p> <p>Adding together a group of numbers</p> <p>Averaging a set of numbers</p> <p>Counting how many numbers in a range</p> <p>Finding the largest/smallest number in a range</p> <p>Where to find and use other functions</p>	<p>Formatting a worksheet</p> <p>The Format Cells dialog box</p> <p>Formatting a number or date</p> <p>Aligning text</p> <p>Formatting the font</p> <p>Setting borders and shading</p> <p>Copying cell formatting quickly</p> <p>Using AutoFormat to quickly format a table</p> <p>Inserting a picture or clipart</p> <p>Organising your clipart</p> <p>Changing the background</p> <p>Charts</p> <p>Creating a chart with one key press</p> <p>Using the Chart Wizard</p> <p>Changing the chart type</p> <p>Setting the chart title</p> <p>Labelling the chart axes</p> <p>Turning the gridlines on or off</p> <p>Showing or hiding the legend</p> <p>Adding data labels</p> <p>Showing the data next to the chart</p>	<p>Copying and moving data</p> <p>Cut, copy and paste</p> <p>Drag and drop</p> <p>The Office Clipboard</p> <p>Basic Auditing</p> <p>Identifying and fixing formula errors</p> <p>Spell check</p> <p>Find and Replace</p> <p>Printing</p> <p>Setting a worksheet up for printing</p> <p>Setting the page size and orientation</p> <p>Setting the margins</p> <p>Creating a simple header and footer</p> <p>Printing the whole worksheet or just a selection</p> <p>Previewing the worksheet before printing</p> <p>Help</p> <p>Where to turn for help</p> <p>Using the Office Assistant</p> <p>Ask Excel a question</p> <p>Using the in-built Help facility</p>
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