



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Excel 2003 Introduction Level

Overview

The skills and knowledge gained on this course are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs, and managing small lists.

Target Audience

This course is primarily aimed at people who need to know how to use Microsoft Excel 2003. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, budgets, lists, and the like.

Objectives

At the completion of this course participants will be able to:

- understand the origins of and basic uses for spreadsheets
- start Microsoft Excel, navigate workbooks, and exit correctly
- create, modify, save, and close a simple workbook
- select ranges of cells in a workbook
- create formulas that perform calculations in a workbook
- copy and fill data in a workbook
- create and work with functions in a workbook
- print data in a workbook
- create a variety of charts (graphs) in Excel
- get help in using Excel 2003.

Prerequisites

This course assumes no prior knowledge of Microsoft Excel 2003 or creating electronic worksheets and workbooks. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £300. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 Spreadsheets**
 - a) How Spreadsheets Work
 - b) Spreadsheets Characteristics
 - c) Spreadsheet Functionality
 - d) The Appropriateness Of Spreadsheets
- 2 Excel 2003 Orientation**
 - a) Starting Microsoft Excel 2003
 - b) The Excel 2003 Screen
 - c) Understanding The Workbook
 - d) Moving The Cell Pointer
 - e) Moving About The Workbook
 - f) Using Go To
 - g) Menus And Toolbars
 - h) Using Menus And Toolbars
 - i) Using Context Sensitive Menus
 - j) Exiting Excel
 - k) Excel 2003 Orientation Quick Reference
- 3 A Simple Workbook**
 - a) Creating A New Workbook
 - b) Entering Data In A Workbook
 - c) Saving A New Workbook
 - d) Opening A Saved Workbook
 - e) Creating An Input Range
 - f) Saving Your Work
 - g) Essential Formatting
 - h) Column Best Fit
 - i) Closing A Workbook
 - j) A Simple Workbook Quick Reference
- 4 Selecting Ranges**
 - a) Selecting Contiguous Ranges
 - b) Selecting Non-Contiguous Ranges
 - c) Using Special Selection Techniques
 - d) Selecting Larger Ranges
 - e) Range Calculations
 - f) Selecting Ranges Quick Reference
- 5 Formulas**
 - a) Understanding Formulas
 - b) Formulas That Add
 - c) The Sum Function
 - d) Formulas That Subtract
 - e) Formulas That Multiply And Divide
 - f) Referential Formulas
 - g) What If Formulas
 - h) More Complex Formulas
 - i) Formula Error Checking
 - j) Common Error Messages
 - k) Formulas Quick Reference
- 6 Copying And Filling**
 - a) Understanding Copying In Excel
 - b) Using Fill For Quick Copying
 - c) Copying From One Cell To Another
 - d) Copying From One Cell To Multiple Cells
 - e) Copying From Many Cells To Many Cells
 - f) Copying Relative Formulas
 - g) Copying To A Non-Contiguous Range
 - h) Copying And Filling Quick Reference
- 7 Working With Functions**
 - a) Functions
 - b) Typing A Sum Function
 - c) Summing Non-Contiguous Ranges
 - d) Calculating An Average
 - e) The Maximum Function
 - f) The Minimum Function
 - g) Working With Functions Quick Reference
- 8 Printing**
 - a) Print Preview
 - b) Simple Printing
 - c) Previewing Large Worksheets
 - d) Page Orientation
 - e) Scaling To Fit
 - f) Printing To Multiple Pages
 - g) Creating Page Headers And Footers
 - h) Formatting Headers And Footers
 - i) Printing Formulas
 - j) Printing Quick Reference
- 9 Charting**
 - a) Using The Chart Wizard
 - b) Choosing The Chart Type
 - c) Changing The Chart Type
 - d) Modifying A Chart
 - e) Printing A Chart
 - f) Creating A Pie Chart
 - g) Creating A Bar Chart
 - h) Moving A Chart
 - i) Deleting A Chart
 - j) Charting Quick Reference
- 10 Getting Help**
 - a) Printed Help Sources
 - b) The Help Task Pane
 - c) Searching For General Help
 - d) Searching For Specific Help
 - e) Understanding A Help Window
 - f) Disabling Online Content
 - g) Enabling Online Content
 - h) Displaying And Using The Office Assistant
 - i) Customising The Office Assistant
 - j) Disabling The Office Assistant
 - k) Screen Tips And Dialog Box Help
 - l) Using Help Quick Reference.



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