

Microsoft Excel 2003: Module I

What's in Excel 2003: Module I?

This course provides competency in creating workbooks, modifying worksheets, formatting worksheets and printing worksheets. This course also provides competency in creating and editing formulas, working with basic functions and the Function Wizard, applying text attributes and other formatting characteristics, creating workbooks from templates, using styles, adding worksheet backgrounds, applying AutoFormats, and finding and replacing data.

Introduction to Excel

- Overview of Workbooks and Worksheets
- Starting Excel
- Navigating Worksheets
- Selecting Ranges
- Using Toolbars and Menus
- Quitting Excel

Creating Workbooks

- About Workbooks
- Opening New Workbooks
- Entering Data
- Editing Data
- Saving and Closing New Workbooks

Modifying Worksheets

- Introduction to Modifying Worksheets
- Opening Existing Workbooks
- Copying Worksheet Data
- Moving Worksheet Data
- Deleting Worksheet Data
- Saving Existing Workbooks

Formatting Worksheets

- Introduction to Formatting Worksheets
- Inserting and Deleting Cells
- Inserting and Deleting Rows and Columns
- Adjusting Column Widths and Row Heights
- Hiding and Unhiding Rows and Columns
- Applying Numeric Formats
- Aligning Cell Data

Printing Worksheets

- Introduction to Printing Worksheets
- Checking Spelling
- Previewing Worksheets
- Previewing Page Breaks
- Printing Worksheets

Working with Formulas

- About Formulas
- Creating Formulas
- Editing Formulas
- Using Cell References

Working with Basic Functions

- About Functions
- Using the AutoSum Feature
- Using the AVERAGE Function
- Using the MAX Function
- Using the MIN Function
- Using the Function Wizard
- Using the AutoCalculate Feature

Enhancing Worksheets

- Introduction to Enhancing Worksheets
- Changing Fonts and Text Attributes
- Merging and Splitting Cells
- Rotating Text in Cells
- Indenting Text in Cells
- Adding and Modifying Borders
- Adding Background Shading
- Working with Graphics
- Working with Diagrams

Using Templates, Styles, Worksheet

- Backgrounds and AutoFormats
- About Templates Styles Worksheet
- Backgrounds and AutoFormats
- Creating Workbooks from Templates
- Using Styles
- Adding Worksheet Backgrounds
- Applying AutoFormats

Find and Replacing Data

- Introduction to Finding and Replacing Data
- Finding and Opening Existing Workbooks
- Finding and Replacing Text
- Finding and Replacing Numeric Data
- Finding and Replacing Cell Formats