

MICROSOFT EXCEL 2003 PART I**1DAY**

This course is intended as an introduction to Microsoft Excel 2003. It aims to explain all the introductory concepts needed to become a proficient user of the Excel 2003 program. On completion of the course, it is hoped that the attendees will have a good, practical working knowledge of the basics of Excel and a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Intro to Excel

- The Excel Screen
- Excel menus
- Moving Around
- Main Elements of the Screen

Unit 2 – The Basics

- Creating a Workbook
- Saving
- Opening Existing Workbooks
- Closing & Deleting

Unit 3 – Everyday Functionality

- Fonts & Sizes
- Alignment Options
- Row & Column Widths
- Format Painter
- Using Styles
- Copying and Moving

Unit 4 – Formulas & Functions

- Writing a Simple Formula
- Operands in a Formula
- Autosum
- Copying Formulas
- Potential Errors

Unit 5 – Working with Ranges

- Editing Cells
- Clearing Ranges
- Inserting & Deleting Rows & Columns
- Number Formatting
- Creating Series

Unit 6 - Printing

- Print Options
 - Orientation
 - Margins
 - Choosing a Printer
- Print Preview
- Print Titles
- Page Breaks

Unit 7 – Charting

- Creating a Chart
- Sizing & Moving
- Types of Chart
- Adding
- Titles
- Gridlines
- Colours & Hatching