

Microsoft Excel 2003 - Introduction



This course is designed for the new or inexperienced user. Delegates attending the course will gain the skills that will enable them to understand how to work with Excel on a day to day basis. Creating the most commonly used formulae, moving around the whole workbook in an efficient manner and designing the spreadsheets so that they can be printed in the most professional and easy to interpret format possible. The numerous shortcuts demonstrated, and the insight in to how to best use the day to day functions of Excel will ensure that the delegate is able to readily identify the benefits of attending the course immediately on returning to the workplace. *This course can be tailored to your specific needs.*

Duration: 1 day

Excel 2003 Orientation

- ▶ The Excel Window
- ▶ Using Menus And Toolbars
- ▶ Move Around The Workbook

Creating A Basic Workbook

- ▶ Create A New Workbook
- ▶ Enter Data In A Workbook
- ▶ Editing Data
- ▶ Filling A Series

Selecting Data

- ▶ Select Contiguous Ranges
- ▶ Select Non-Contiguous Ranges
- ▶ Select Larger Ranges
- ▶ The Auto-Calculate Button

Adjusting A Worksheet

- ▶ Insert And Delete Cells
- ▶ Insert and Delete Columns And Rows
- ▶ Resize Columns And Rows
- ▶ Hide And Show Grid Lines

Move And Copy Data

- ▶ Copy And Move Data

Creating a Formula

- ▶ Understand Formulae
- ▶ Create A Formula That Adds
- ▶ Create A Formula That Subtracts
- ▶ Create A Formula That Multiplies
- ▶ Create A Formula That Divides

Working With Functions

- ▶ Use The Sum Function
- ▶ Calculate An Average
- ▶ The Maximum Function
- ▶ The Minimum Function
- ▶ The Count Function

Formatting

- ▶ Apply Bold, Italics, Underline
- ▶ Change Cell Colours
- ▶ Copy Formats From One Cell To Another
- ▶ Align Cells And Ranges
- ▶ Centre A Heading Over A Range
- ▶ Add Borders To Cells And Ranges

Printing

- ▶ Print Preview And Print Options
- ▶ Create Page Headers And Footers
- ▶ Print Formulas



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