

MS Excel 2003-Basic

Learning outcomes:

At the end of the course the participant will

- ✓ Understand a Spreadsheet
- ✓ Create, Edit and Format Worksheet
- ✓ Work with Charts
- ✓ Performing basic Calculations
- ✓ Print Spreadsheet

Course Contents:

- Introduction
- What is a Spreadsheet
- Features, Advantages, applications and parts
- Working with a spreadsheet
 - Create Workbooks and Worksheets
 - Recognize the Worksheet components
- Editing and Formatting a Worksheet
 - Work with Numbers
 - Create and Edit Formulas
 - Format Numbers
 - Modify the Worksheet Layout
 - Column Width and Row Height
 - Insert and Delete Columns, Rows and Cells
 - Move and Copy Cell Contents
- Working with Charts
 - Use different Chart Types
 - Pie
 - Line
 - Column & Bar
 - Edit and Format Charts
 - Move, Size and Print
 - Add & Delete Data Series
 - Format Charts
 - Use Excel's in-built Formatting Features
 - Using Excel's basic Auto sum calculation feature
 - Use Conditional Formatting
- Printing a Worksheet
 - Preview the Layout
 - Change Page & Sheet Settings
 - Print Settings