

Excel 2003 – Level 1 Outline

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN EXCEL 2003?

LESSON 1 - EXCEL BASICS

- 1.1 CREATING AN EXCEL WORKBOOK
- 1.2 EXAMINING THE EXCEL ENVIRONMENT
- 1.3 OPENING AN EXISTING WORKBOOK
- 1.4 NAVIGATING A WORKSHEET
- 1.5 CREATING A NEW WORKBOOK
- 1.6 SAVING A NEW WORKBOOK
- 1.7 MOVING BETWEEN WORKBOOKS
- 1.8 CLOSING A WORKBOOK AND EXITING EXCEL

LAB 1 – ON YOUR OWN

LESSON 2 – WORKING WITH DATA

- 2.1 ENTERING TEXT AND NUMBERS
- 2.2 ENTERING SIMPLE FORMULAS
- 2.3 CHOOSING FORMULA CELL REFERENCES MANUALLY
- 2.4 USING AUTOSUM
- 2.5 CHANGING & DELETING DATA
- 2.6 USING UNDO/REDO
- 2.7 USING FIND AND REPLACE
- 2.8 SPELL CHECKING YOUR WORKSHEET

LAB 2 – ON YOUR OWN

LESSON 3 – EDITING A WORKSHEET

- 3.1 WORKING WITH RANGES
- 3.2 COPYING AND PASTING DATA
- 3.3 CUTTING AND PASTING DATA
- 3.4 COPYING AND MOVING CELLS USING DRAG-AND-DROP
- 3.5 CHANGING COLUMN WIDTH AND ROW HEIGHT
- 3.6 INSERTING AND REMOVING ROWS AND COLUMNS
- 3.7 COPYING DATA AND FORMULAS WITH AUTOFILL

LAB 3 – ON YOUR OWN

LESSON 4 – FORMATTING A WORKSHEET

- 4.1 FORMATTING TEXT
- 4.2 FORMATTING VALUES
- 4.3 USING THE FORMAT PAINTER BUTTON
- 4.4 ALIGNMENT AND TEXT WRAPPING
- 4.5 MERGING CELLS AND CENTERING TEXT

- 4.6 ADDING CELL BORDERS
 - 4.7 APPLYING COLORS AND SHADING TO CELLS
 - 4.8 USING AUTOFORMAT TO FORMAT CELL RANGES OR WORKSHEETS
 - 4.9 APPLYING STYLES
 - 4.10 HIDING AND UNHIDING ROWS AND COLUMNS
 - 4.11 FREEZING AND UNFREEZING ROWS AND COLUMNS
 - 4.12 INSERTING AND REMOVING PAGE BREAKS
- LAB 4 – ON YOUR OWN

LESSON 5 – PAGE SETUP AND PRINTING

- 5.1 **PAGE SETUP AND PRINT PREVIEW**
 - 5.2 SETTING PAGE OPTIONS
 - 5.3 ADJUSTING MARGINS
 - 5.4 INSERTING HEADERS AND FOOTERS
 - 5.5 ADJUSTING PRINT OPTIONS
 - 5.6 PRINTING A DOCUMENT
- LAB 5 – ON YOUR OWN

LESSON 6 – FORMULAS AND FUNCTIONS

- 6.1 RELATIVE REFERENCES
 - 6.2 ABSOLUTE REFERENCES
 - 6.3 MIXED REFERENCES
 - 6.4 COPYING FORMULAS
 - 6.5 MIN, MAX, COUNT AND AVERAGE FUNCTIONS
 - 6.6 THE INSERT FUNCTION BUTTON
- LAB 6 – ON YOUR OWN

LESSON 7 – MODIFYING WORKBOOKS

- 7.1 ADDING AND DELETING WORKSHEETS
 - 7.2 COPYING WORKSHEETS
 - 7.3 RENAMING WORKSHEETS
 - 7.4 REPOSITIONING WORKSHEETS
 - 7.5 GROUPING WORKSHEETS
 - 7.6 CHANGING WORKSHEET TAB COLORS
 - 7.7 USING 3-D FORMULAS & REFERENCES
- LAB 7 – ON YOUR OWN

INDEX