Excel 2000-2003 Introduction Day 1

Duration: 1 Day

Course Overview:

This is day one of our two day Microsoft Excel Introduction course. This class is instructor-led classroom training with hands-on exercises and has been redesigned to meet the needs of today's high performance office environment. Students will learn the fundamental skills and concepts necessary to work with an electronic spreadsheet. At the completion of this course, the student will have the necessary skills to create, edit, and format data, use formulas, and print a basic worksheet. Topics include understanding formulas and functions, formula construction with both relative and absolute cell references, and using automated tools such as AutoSum and AutoCalculate.

Students Learn To:

- Navigate through parts of a spreadsheet, utilize navigation tools and print
- Insert rows and columns and apply numeric formats
- Create a basic worksheet by entering text, numbers and formulas
- Enhance worksheets with text, borders, shading and pictures
- Utilize formatting techniques, styles, and AutoFormats

Who Should Attend: Anyone with basic computer knowledge that desires to utilize the financial accounting and data analysis tools offered by Microsoft Office Excel 2000-2003.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge is highly recommended.

Course Outline:

Getting Started with Excel

Exploring Spreadsheet Uses
Defining Workbooks and Worksheets
Starting Excel
Moving around Worksheets
Selecting Ranges
Exploring Toolbars and Menus
Exiting Excel

Creating Workbooks

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

Modifying Worksheets

Opening Existing Workbooks
Copying and Moving Worksheet Data
Deleting Worksheet Data
Saving Updated Workbooks

Working with Formulas

Creating and Editing Formulas
Using Relative and Absolute Cell References

Working with Basic Functions

Using AutoSum
Using AVERAGE, MAX, and MIN Functions
Using the Function Wizard
Using AutoCalculate

Formatting Worksheets

Inserting and Deleting Cells
Inserting and Deleting Rows and Columns
Changing Column Widths and Heights
Applying Numeric Formats
Changing Alignment of Data

Printing Workbooks

Checking Spelling
Previewing Print Jobs
Using Page Break Preview
Printing Worksheets

Enhancing Worksheets

Changing Fonts and Text Attributes
Merging and Splitting Cells
Rotating and Indenting Text in Cells
Adding Borders and Shading Ranges
Working with Pictures

Using Templates, Styles and AutoFormats

Create Workbooks Using Templates
Creating and Using Styles
Modifying and Deleting Styles
Using AutoFormats

Finding and Replacing Data

Finding and Opening Existing Workbooks
Finding and Replacing Text, Data and Formats