

Microsoft Excel 2003

Level 1 - Getting started with Excel

The skills and knowledge covered in this course have been selected for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs, and managing small lists.

Who should attend

This course is primarily designed for people who need to know how to use Microsoft Excel 2003. It is ideal for people who work in a variety of office environments where there is a requirement to produce reports, budgets, lists, and the like.

Prerequisites

This course assumes no prior knowledge of Microsoft Excel 2003. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system.

Course duration

This is a 1 day course. Typically, courses run from 9:00am to 4:30pm, allowing for morning, afternoon and lunch breaks. Start, finish and break times can be modified to suit your organisation.

What you'll need to bring

Training manuals, course training files and writing materials are provided to all participants. No other items are required. Additional copies of the course files can be obtained after the course at no extra charge.

Course customisation

On the following page you'll find a detailed breakdown of the topics covered in this course. If you wish to incorporate topics from one of our other Excel courses, contact us and we'll be able to customise this courseware so that the additional material is included.

Learning outcomes

At the completion of this course participants will be able to:

- understand the origins of and basic uses for spreadsheets
- start Microsoft Excel, navigate workbooks, and exit correctly
- create, modify, save, and close a simple workbook
- select ranges of cells in a workbook
- create formulas that perform calculations in a workbook
- copy and fill data in a workbook
- create and work with functions in a workbook
- print data in a workbook
- create a variety of charts (graphs) in Excel
- access and use the help system and work safely with your computer.

The training room and facilities

When training on-site at your premises, we require only that each participant has access to their own computer or laptop, with Microsoft Excel 2003 installed.

Internet and networking facilities are not required. A data projector is required, and if your training room or board room is not equipped with one, we're able to provide one at no extra cost.

Other questions?

Contact us on (03) 8676 0655, or email us at enquiries@exceldimensions.com.au

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Spreadsheets

- How Spreadsheets Work
- Spreadsheet Characteristics
- Spreadsheet Functionality
- The Appropriateness of Spreadsheets

Excel 2003 Orientation

- Starting Microsoft Excel 2003
- The Excel 2003 Screen
- Understanding The Workbook
- Moving The Cell Pointer
- Moving About The Workbook
- Using Go To
- Menus and Toolbars
- Using Menus and Toolbars
- Using Context Sensitive Menus
- Exiting Excel

A Simple Workbook

- Creating A New Workbook
- Entering Data In A Workbook
- Saving A New Workbook
- Opening A Saved Workbook
- Creating An Input Range
- Saving Your Work
- Essential Formatting
- Column Best Fit
- Closing A Workbook

Selecting Ranges

- Selecting Contiguous Ranges
- Selecting Non-Contiguous Ranges
- Using Special Selection Techniques
- Selecting Larger Ranges
- Range Calculations

Formulas

- Understanding Formulas
- Formulas That Add
- The Sum Function
- Formulas That Subtract
- Formulas That Multiply And Divide
- Referential Formulas
- What If Formulas
- More Complex Formulas
- Formula Error Checking
- Common Error Messages

Copying And Filling

- Understanding Copying In Excel
- Using Fill For Quick Copying
- Copying From One Cell To Another
- Copying From One Cell To Multiple Cells
- Copying From Many Cells To Many Cells
- Copying Relative Formulas
- Copying To A Non-contiguous Range

Working With Functions

- Functions
- Typing A Sum Function
- Summing Non-Contiguous Ranges
- Calculating An Average
- The Maximum Function
- The Minimum Function

Printing

- Print Preview
- Simple Printing
- Previewing Large Worksheets
- Page Orientation
- Scaling To Fit
- Printing To Multiple Pages
- Creating Page Headers And Footers
- Formatting Headers And Footers
- Printing Formulas

Charting

- Using The Chart Wizard
- Choosing The Chart Type
- Changing The Chart Type
- Modifying A Chart
- Printing A Chart
- Creating A Pie Chart
- Creating A Bar Chart
- Moving A Chart
- Deleting A Chart

General Computer Usage

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Displaying And Using The Office Assistant
- Customising The Office Assistant
- Disabling The Office Assistant
- Screen Tips And Dialog Box Help
- Setting Up An Ergonomic Workstation
- Breaks And Exercises

Need more information?

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www.exceldimensions.com.au

enquiries@exceldimensions.com.au