

# Excel 2003 - Introduction

Course length: 1 Day

**Course Objective:** You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

**Prerequisites:** Microsoft Office Windows XP: Introduction or equivalent.

If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

**Performance-Based Objectives:** Upon successful completion of this course, students will be able to:

- ◆ Create a basic worksheet.
- ◆ Modify a worksheet.
- ◆ Perform calculations.
- ◆ Format a worksheet.
- ◆ Develop a workbook.
- ◆ Print the contents of a workbook.
- ◆ Customize the layout of the Excel window.

## Course Content

### **Lesson 1: Getting Started with Excel**

An Overview of Excel  
Navigate in Excel  
Select Data  
Enter Data  
Save a Workbook  
Obtain Help

### **Lesson 2: Modifying a Worksheet**

Move and Copy Data Between Cells  
Fill Cells with Series of Data  
Edit Cell Data  
Insert and Delete Cells, Columns, and Rows  
Find, Replace, and Go To Cell Data  
Spell Check a Worksheet

### **Lesson 3: Performing Calculations**

Create Basic Formulas  
Calculate with Functions  
Copy Formulas and Functions  
Create an Absolute Reference

### **Lesson 4: Formatting a Worksheet**

Change Font Size and Type  
Add Borders and Color to Cells  
Change Column Width and Row Height  
Merge Cells  
Apply Number Formats  
Create a Custom Number Format  
Align Cell Contents  
Find and Replace Formats  
Apply an AutoFormat  
Apply Styles

### **Lesson 5: Developing a Workbook**

Format Worksheet Tabs  
Reposition Worksheets in a Workbook  
Insert and Delete Worksheets  
Copy and Paste Worksheets  
Copy a Workbook

### **Lesson 6: Printing Workbook Contents**

Set a Print Title  
Create a Header and a Footer  
Set Page Margins  
Change Page Orientation  
Insert and Remove Page Breaks  
Print a Range

### **Lesson 7: Customizing Layout**

Split a Worksheet  
Arrange Worksheets  
Freeze and Unfreeze Rows and Columns  
Hide and Unhide Worksheets

### **Appendix A: Microsoft Office Specialist Program**

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*If you have any questions about this course, please call CompuTrain at (713) 349-9186.*