



## **MICROSOFT EXCEL 2003 BEGINNERS COURSE OUTLINE**

### **1. INTRODUCTION TO MICROSOFT EXCEL 2003**

#### **WHAT IS EXCEL?**

- Microsoft Excel 2003
- Using Excel as a Spreadsheet
- Using Excel as a Database
- Analysing Data
- Microsoft Web Site

#### **EXCEL FILE TYPES**

- Spreadsheet files
- Online Publishing files
- XML files
- Template files

#### **EXCEL ENVIRONMENT**

- Working with the Excel window
- Using the Formula Bar
- Using the Task Pane
- Using the New Workbook Pane
- Using the Clipboard Pane
- Using the Basic Search Pane
- Using the Insert Clip Art Pane
- Using the Status Bar
- Exiting Excel 2003

#### **TOOLBARS**

- Using Toolbars
- Showing a Toolbar
- Hiding a Toolbar

- Moving a Toolbar
- Using the Standard Toolbar
- Using the Formatting Toolbar

## **OFFICE ASSISTANT**

- Understanding the Microsoft Office Assistant
- Using Tips of the Day
- Displaying the Office Assistant
- Displaying Tips
- Hiding the Office Assistant
- Customising the Office Assistant

## **WORKBOOKS AND WORKSHEETS**

### **CREATING AND OPENING WORKBOOKS**

- Creating a new Workbook
- Creating a new Workbook using a template
- Opening an existing Workbook

### **WORKING WITH WORKBOOKS**

- Understanding Workbooks and Worksheets
- Minimising a Workbook
- Saving Workbooks
- Saving a backup copy
- Saving Summary Information
- Closing Workbooks

### **WORKING WITH WORKSHEETS**

- Zooming the Worksheet View
- Renaming Worksheets
- Changing the Sheet Tab colour
- Inserting Worksheets
- Reordering Worksheets
- Deleting Worksheets
- Customising Worksheet Views

### **WORKING WITH CELLS**

- Understanding Cells and Ranges
- Understanding the Active Cell

## **NAVIGATING WITHIN A WORKSHEET**

- Navigating to a specific Cell
- Moving around the Worksheet
- Moving within a selection

## **NAVIGATING THE WORKBOOK**

- Navigating between Worksheets using the mouse
- Moving between Worksheets using the keyboard
- Moving from one Workbook to another

## **2. EXCEL 2003 - SPREADSHEET DATA**

### **ENTERING DATA**

- Entering text
- Entering numbers as numeric values
- Entering numbers as text
- Entering dates
- Entering current date
- Entering current time
- Customising the movement of the Active Cell
- Entering data into a range of cells
- Filling a range of cells with the same data

### **USING TIME SAVING FEATURES**

- Using AutoComplete
- Using a Pick List
- Using AutoCorrect
- Viewing items that will be corrected
- Adding items to AutoCorrect
- Deleting an AutoCorrect item
- Using Smart Tags
- Turning Smart Tags on

### **CHECKING THE SPELLING**

- Checking spelling in a Worksheet
- Correcting spelling errors

### **3. EXCEL 2003 - FORMATTING AND CUSTOMISING DATA**

#### **SELECTING ITEMS IN EXCEL**

- Selecting a Cell
- Selecting a Row
- Selecting a Column
- Selecting a Range
- Selecting a non-contiguous Range
- Selecting an entire Worksheet
- Selecting several Worksheets
- Selecting all Worksheets

#### **FORMATTING TEXT**

- Changing the Font
- Changing the Font size
- Changing the Font style
- Changing the Underline
- Changing the Font effects
- Resetting Font formatting
- Changing the default Font characteristics of the current Workbook
- Changing the default Font in new Workbooks

#### **FORMATTING NUMBERS**

- Formatting numbers using the Formatting Toolbar
- Applying the Currency Format
- Applying the Percent Format
- Applying the Number Format
- Applying custom formatting
- Setting a fixed decimal places for numeric values

#### **MANIPULATING DATA**

- Aligning data horizontally within a cell
- Aligning data vertically within a cell
- Centering headings over multiple columns
- Wrap multiple lines of data in a cell
- Indenting data within a cell
- Changing the text orientation

#### **FORMATTING COLUMNS AND ROWS**

- Changing the Column width numerically
- Changing the Column width visually
- Changing Column width to fit data

- Setting the default Column widths
- Changing the Row height numerically
- Changing the Row height visually
- Changing the Row height to fit data

### **ADDING AND EDITING BORDERS**

- Selecting a Border style
- Applying Borders
- Removing Borders
- Changing the style and colour of Borders

### **USING AUTOFORMAT**

- Using AutoFormat

## **4. EXCEL 2003 - EDITING SPREADSHEETS**

### **CUTTING, COPYING, AND PASTING**

- Cutting data
- Copying data
- Pasting data
- Inserting copied Cells
- Copying multiple items to the Office Clipboard
- Pasting items from the Office Clipboard
- Deleting items from the Office Clipboard
- Copying data by dragging and dropping
- Copying data over several cells
- Copying an object to another Worksheet location

### **INSERTING AND DELETING**

- Inserting Rows
- Inserting Columns
- Inserting Cells
- Deleting Rows or Columns
- Deleting the contents of a Cell or Range
- Deleting data without deleting the cell formatting
- Removing cell formatting without deleting the data
- Deleting Cells
- Deleting Objects

### **USING FIND AND REPLACE**

- Searching for text or numbers
- Replacing text or numbers

## **USING UNDO AND REDO**

- Undoing the last action
- Undoing multiple actions
- Redoing the last Undo
- Redoing multiple Undos

## **5. EXCEL 2003 - FORMULAS AND FUNCTIONS**

### **ENTERING FORMULAS**

- Understanding a Formula
- Using the Formula toolbar
- Entering a Formula
- Entering a Cell or Range reference
- Using relative and absolute Cell references
- Editing Formulas

### **ENTERING FUNCTIONS**

- Understanding a Function
- Entering Functions
- Using the AutoSum Functions
- Using the SUM Function
- Using the AVERAGE Function
- Using the COUNT Function
- Using the MAX Function
- Using the MIN Function

### **USING NAMED CELLS AND RANGES IN FORMULAS**

- Choosing names for Cells and Ranges
- Naming Cells or Ranges
- Navigating Workbooks using Cell or Range names
- Creating named Ranges based on Cell values
- Deleting named Cells or Ranges
- Using named Cells and Ranges in Formulas

## **6. EXCEL 2003 - PRINTING**

### **USING PAGE SETUP**

- Changing page orientation
- Setting the scale of the page
- Setting paper size
- Setting print quality
- Beginning page numbering with a different number

## **MARGINS**

- Changing the Margins
- Changing the Header and Footer Margins
- Changing the Margins in Print Preview
- Centering the data on a page

## **HEADERS AND FOOTERS**

- Using standard Headers and Footers
- Creating custom Headers or Footers

## **PRINTING A SPREADSHEET**

- Setting the print area using Print Area
- Setting the print area using Page Setup
- Printing Row or Column titles on every page
- Selecting elements to print
- Previewing a Worksheet
- Setting the order pages are printed
- Printing a Workbook