

ONE DAY COURSE OUTLINE

EXCEL 2002/2003 BASICS

Prerequisites: Basic keyboard skills and computer knowledge (including how to navigate through a folder structure).

What is Excel?

- The Excel Workbook and Worksheet

Building Worksheets

- Excel Screen
- Navigating
- Building a worksheet
- Creating a simple formula
- Create simple functions (SUM, AVERAGE, MAX, MIN, COUNT)
- Saving the workbook

Editing Worksheets

- Editing cell contents
- Selecting cells
- Clearing cell contents
- Using undo
- Moving and copying cell contents
- Filling a range of cells

Using Workbooks

- Navigating workbooks
- Inserting worksheets
- Naming and colouring sheet tabs
- Copying and Moving worksheets

Enhancing Workbook Appearance

- Page setup options
- Print preview
- Use Page layout view to create headers and footers
- Change margins in print preview
- Alter column widths
- Insert and delete columns and rows
- Format cells
- Cell alignment

Charting

- Create a basic chart
- Format a chart