

# Microsoft Office Excel 2003

## Core



### Course Objective

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Excel 2003. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally.

### Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- moving around the screen
- using the Start button
- using the Control button
- using the Minimize, Restore, and Close buttons
- getting Help in Windows
- moving around with the mouse and keyboard
- accessing menus and making menu choices
- using Windows programs
- sizing and moving windows
- using the scroll bars
- managing documents
- using the toolbar and ruler
- running multiple programs
- using the Clipboard
- finding documents
- navigating folders
- creating, deleting, renaming, copying, and moving files and folders
- working with the Explorer
- emptying the Recycle Bin
- preparing floppy disks
- working with the Control Panel
- using the Print Manager
- using TrueType fonts
- using the Accessories

### System Requirements

According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows

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### Courseware Outline

#### About This Courseware

Courseware Conventions  
Using the Book  
Working with the Exercises  
Courseware Objectives and Prerequisites  
Prerequisite Windows Skills  
A Quick Review of Basics  
System Requirements  
Obtaining Support  
Starting Excel  
Courseware Setup  
Moving Around  
Moving Around on the Screen  
Getting Help  
Exiting Excel

#### Introduction

Objectives of Section 1  
Overview  
What is an Electronic Spreadsheet?  
What is Excel?  
Looking at the Excel Screen  
Understanding Basic Terminology  
Mouse Symbols  
Using the Excel Menus  
Moving Around Dialog Boxes  
Using the Excel Toolbars  
Identifying Screen Symbols  
Using Task Panes  
Handling Files  
Creating a New Blank Workbook  
Creating a New Workbook from a Template  
Opening Workbooks  
Closing a Workbook  
Saving Workbooks  
Creating and Renaming Folders

Entering Data in the Worksheet  
Types of Data  
Entering Text  
Entering Numbers  
Entering Dates and Times  
Inserting Symbols and Special Characters  
Moving Around the Worksheet

Apply Your Skills Exercises  
Summary of Section 1  
Questions and Review

#### Using the Worksheet

Objectives of Section 2  
Selecting Cells  
Editing Cells and Undoing Changes

Copying and Moving Data  
Cutting, Copying and Pasting Data  
Using the Clipboard  
Copying and Moving Cells  
Using The Mouse  
Adjusting the Columns or Rows  
Changing the Column Widths  
Using AutoFit  
Adjusting the Row Height  
Inserting and Deleting Rows and Columns  
Inserting Rows and Columns  
Deleting Rows and Columns  
Inserting and Deleting Cells  
Apply Your Skills Exercises  
Summary of Section 2  
Questions and Review

#### Formulas & Common Functions

Objectives of Section 3  
Creating and Editing Simple Formulas  
Using Common Functions With Cell Ranges  
Using Absolute & Relative Cell References  
Managing Worksheets  
Renaming Worksheets  
Inserting or Deleting Worksheets  
Moving or Copying Worksheets  
Apply Your Skills Exercises  
Summary of Section 3  
Questions and Review

#### Formatting Worksheets

Objectives of Section 4  
Formatting a Cell  
Formatting Numbers and Decimal Digits  
Changing Cell Alignment  
Fonts and Sizes  
Cell Borders  
Colors and Patterns  
Clearing Cell Contents and Formatting  
Using AutoFormat  
Formatting Worksheets  
Adding Color to the Worksheet Tabs  
Changing the Worksheet Background  
Apply Your Skills Exercises  
Summary of Section 4  
Questions and Review

#### Looking at Windows & Printing

Objectives of Section 5  
Print Previewing the Worksheet  
Adding and Previewing Page Breaks  
Customizing the Printout  
Page Settings  
Page Margins Tab  
Header and Footer Tab  
Sheet Tab  
Printing the Worksheet  
Using Window Panes  
Creating and Arranging Window Panes  
Splitting Panes  
Freezing Panes  
Hiding and Unhiding Workbooks  
Apply Your Skills Exercises  
Summary of Section 5  
Questions and Review

#### Working with Charts

Objectives of Section 6  
Creating a Basic Chart  
Selecting Chart Types  
Working with Pie Charts  
Printing Charts  
Adding New Data  
Apply Your Skills Exercises  
Summary of Section 6  
Questions and Review

#### Working with Functions

Objectives of Section 7  
What are Functions?  
Using the Correct Syntax for Functions  
Inserting Functions  
Using Math and Trigonometric Functions  
Using Statistical Functions  
Working with Financial Functions  
Using Logical Functions  
Using Date and Time Functions  
Using Text Functions  
Using Information Functions  
Apply Your Skills Exercises  
Summary of Section 7  
Questions and Review

#### Customized Formatting & Drawing Tools

Objectives of Section 8  
Aligning the Cell Contents  
Using the Format Painter  
Hiding/Unhiding Data  
Hiding/Unhiding Rows & Columns  
Hiding/Unhiding Worksheets

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- Using Comments
- Using Styles
- Drawing Objects
  - Drawing Shapes
  - Drawing AutoShapes
  - Moving and Resizing Shapes
- Using WordArt
- Using Clip Art
- Apply Your Skills Exercises
- Summary of Section 8
- Questions and Review
- Using Internet & Data Tools**
- Objectives of Section 9
- Using Hyperlinks
  - Inserting Hyperlinks
  - Modifying and Deleting Hyperlinks

- Publishing Worksheets to the Internet
  - Previewing Web Pages
  - Saving Worksheets as HTML
  - Saving Range of Cells as HTML
- Using AutoFill
- Finding and Replacing Data
  - Finding Data
  - Replacing Data
- Finding and Replacing Formatting
- Go To Special
- Using Paste Special
- Sorting Data
- Using the AutoFilter

- Exporting Data as a Text File
- Using the Research Tool
- Setting Up Research Services
  - Using Research Services
- Changing Excel Options
- Apply Your Skills Exercises
- Summary of Section 9
- Questions and Review

**Appendices**

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
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- Microsoft Office Excel 2003 Specialist Exam Objectives