

Microsoft Office Excel 2003

Level 1



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.

- | | |
|---|--|
| <input type="checkbox"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> 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
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 - Working with the Exercises
- Courseware Objectives and Prerequisites
 - Prerequisite Windows Skills
- A Quick Review of Basics
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 - Obtaining Support
 - Starting Excel
 - Courseware Setup
- Moving Around
 - Moving Around on the Screen
- Getting Help
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 - Understanding Basic Terminology
 - Mouse Symbols
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 - Identifying Screen Symbols
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 - Creating a New Workbook from a Template
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 - Closing a Workbook
 - Saving Workbooks
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 - Types of Data
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 - Entering Dates and Times
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 - Editing Cells and Undoing Changes

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 - Cutting, Copying and Pasting Data
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 - Copying and Moving Cells
 - Using The Mouse
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 - Changing the Column Widths
 - Using AutoFit
 - Adjusting the Row Height
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 - Inserting Rows and Columns
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