

## On-Site Computer Training Excel 2003 – Basic

(404) 254-2882  
Duration - 9 hours

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### BRIEF DESCRIPTION

This class guides students through basic worksheet skills, including how to work with data in the worksheets and functions.

### PREREQUISITES:

Understanding of the Windows operating environment and keyboard ability.

### INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

### CLASS OBJECTIVES:

By the end of this class, you will be able to:

- Understand the basics of Excel 2003
  - Build and Edit Worksheets
  - Format a Worksheet
  - Work with Charts
  - Work with Formulas & Functions
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## CLASS OUTLINE

### Excel Basics:

Navigate Excel  
Select Multiple Cells  
Entering Labels and Values  
Naming and Moving a Worksheet

### Building and Editing Worksheets:

Create a Formula  
Create Complex Formulas  
Using Excel Functions  
Copying and Moving Cell Entries  
Understanding Relative Cell References  
Understanding Absolute Cell References

### Formatting a Worksheet:

Formatting Values  
Using Fonts & Font Sizes  
Changing Attributes & Alignment  
Adjusting Column Width  
Inserting & Deleting Rows and Columns  
Applying Colors, Borders  
Using Conditional Formatting  
Checking Spelling

### Working with Charts:

Use Chart Wizard  
Moving and Resizing a Chart  
Editing and Formatting a Chart  
Enhancing a Chart

### Working with Formulas and Functions:

Creating a Formula with Several Operators  
Using Names in Formulas  
Generating Multiple Totals with AutoSum  
Using Dates in Calculations  
Building Conditional Formula with IF Function  
Using Statistical Functions  
Calculating Payments with the PMT Function