

On-Site Computer Training Excel 2003 – Brief

**(404) 254-2882
Duration - 6 hours**

BRIEF DESCRIPTION

This class will cover the basic skills necessary to be proficient in using Excel 2003.

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

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