

Introduction to Excel

Excel 2003 is the spreadsheet software that allows you to store, organize, and analyze numerical information. This course covers setting up a basic spreadsheet from scratch. This course is for the beginner who needs to know the basics of spreadsheet development.

Course Length

8 hours

Course Objectives

1. Know the Excel work area and toolbars.
2. Create an Excel spreadsheet from scratch
3. Enter and Format Text
4. Enter formulas (adding, subtracting, dividing and multiplying cells)
5. Change column widths and row heights
6. Add animation to objects in the presentation
7. Merge cells and align and rotate text within cells
8. Apply number formats
9. Print the worksheet
10. Edit an existing invoice

Course Lessons

- Exploring the Excel Window
- Creating a New Workbook
- Entering Text and Data
- Completing Text and Data Entries
- Changing the Font Sizes and Formatting of the Text
- Using the Auto Sum Function
- Saving the Workbook
- Entering Formulas
- Changing the Column Width
- Applying the Format Painter
- Using the Automatic Fill
- Merging Cells and Centering Text
- Aligning Text within Cells
- Rotating Text
- Applying Number Formats
- Printing the Worksheet
- Editing a Sales Invoice

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Free CD**
Contains Excel resources such as Templates and Word documents containing links to Free Tutorials and Tips & Tricks Websites.

