

Excel 2003 - Basic	
Overview	Students will learn the basic skills necessary to begin using Excel 2003.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  No prior knowledge of Excel is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> <li>• Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, and use the Help feature Navigate in a document and explain and use basic editing techniques.</li> <li>• Enter and edit labels, values, and formulas in a worksheet, and find and replace a formula.</li> <li>• Move and copy data, insert and delete ranges, and work with relative and absolute references when creating and copying formulas.</li> <li>• Use functions such as SUM, AVERAGE, MIN, and MAX to perform calculations in a worksheet, and use the AutoSum feature.</li> <li>• Format text, numbers, rows, and columns in a worksheet</li> <li>• Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area</li> </ul>

## Topics covered in the comprehensive manual

### Getting started

Spreadsheet terminology  
Exploring the Excel window  
Getting help  
Opening and navigating workbooks  
Closing workbooks

### Entering and editing data

Creating workbooks  
Entering and editing labels and values  
Entering and editing formulas  
Saving and updating workbooks

### Modifying a worksheet

Moving and copying data  
Moving and copying formulas  
Using absolute references  
Inserting and deleting ranges

### Using functions

Entering functions  
Using AutoSum  
Using AVERAGE, MIN, and MAX

### Formatting worksheets

Formatting text  
Formatting rows and columns  
Number formatting  
Using Format Painter and AutoFormat

### Printing

Preparing to print  
Page Setup options  
Printing worksheets

### Creating charts

Chart basics  
Modifying charts  
Printing charts

### Web features

Saving workbooks as Web pages  
Hyperlinks  
Sending workbooks via e-mail

### Appendix A: Instant messaging

Instant messages

### Appendix B: Alternative user input

Speech recognition  
Handwriting recognition

### Appendix C: MOS exam objectives map

Core exam objectives  
Expert exam objectives