



## 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





## Courseware Outline

### About This Courseware

- Courseware Conventions
  - Using the Book
  - Working with the Exercises
- Courseware Objectives and Prerequisites
  - Prerequisite Windows Skills
- A Quick Review of Basics
  - System Requirements
  - Obtaining Support
  - Starting Excel
  - Courseware Setup
- Moving Around
  - Moving Around on the Screen
- Getting Help
- Exiting Excel

### Introduction

- Objectives of Section 1
- Overview
  - What is an Electronic Spreadsheet?
  - What is Excel?
- Looking at the Excel Screen
  - Understanding Basic Terminology
    - Mouse Symbols
  - Using the Excel Menus
  - Moving Around Dialog Boxes
  - Using the Excel Toolbars
  - Identifying Screen Symbols
  - Using Task Panes
- Handling Files
  - Creating a New Blank Workbook
  - Creating a New Workbook from a Template
    - Opening Workbooks
  - Closing a Workbook
  - Saving Workbooks
  - Creating and Renaming Folders

- Entering Data in the Worksheet
  - Types of Data
  - Entering Text
  - Entering Numbers
  - Entering Dates and Times
  - Inserting Symbols and Special Characters
  - Moving Around the Worksheet

- Apply Your Skills Exercises
- Summary of Section 1
- Questions and Review

### Using the Worksheet

- Objectives of Section 2
- Selecting Cells
- Editing Cells and Undoing Changes

- Copying and Moving Data
  - Cutting, Copying and Pasting Data
  - Using the Clipboard
  - Copying and Moving Cells
  - Using The Mouse
- Adjusting the Columns or Rows
  - Changing the Column Widths
  - Using AutoFit
  - Adjusting the Row Height
- Inserting and Deleting Rows and Columns
  - Inserting Rows and Columns
  - Deleting Rows and Columns
  - Inserting and Deleting Cells
- Apply Your Skills Exercises
- Summary of Section 2
- Questions and Review

### Formulas & Common Functions

- Objectives of Section 3
- Creating and Editing Simple Formulas
- Using Common Functions With Cell Ranges
- Using Absolute & Relative Cell References
- Managing Worksheets
  - Renaming Worksheets
  - Inserting or Deleting Worksheets
  - Moving or Copying Worksheets
- Apply Your Skills Exercises
- Summary of Section 3
- Questions and Review

### Formatting Worksheets

- Objectives of Section 4
- Formatting a Cell
  - Formatting Numbers and Decimal Digits
  - Changing Cell Alignment
  - Fonts and Sizes
  - Cell Borders
  - Colors and Patterns
- Clearing Cell Contents and Formatting
- Using AutoFormat
- Formatting Worksheets
  - Adding Color to the Worksheet Tabs
  - Changing the Worksheet Background
- Apply Your Skills Exercises
- Summary of Section 4
- Questions and Review

### Looking at Windows & Printing

- Objectives of Section 5
- Print Previewing the Worksheet
- Adding and Previewing Page Breaks
- Customizing the Printout
  - Page Settings
  - Page Margins Tab
  - Header and Footer Tab
  - Sheet Tab
- Printing the Worksheet
- Using Window Panes
  - Creating and Arranging Window Panes
  - Splitting Panes
  - Freezing Panes
  - Hiding and Unhiding Workbooks
- Apply Your Skills Exercises
- Summary of Section 5
- Questions and Review

### Working with Charts

- Objectives of Section 6
- Creating a Basic Chart
- Selecting Chart Types
- Working with Pie Charts
- Printing Charts
- Adding New Data
- Apply Your Skills Exercises
- Summary of Section 6
- Questions and Review

### Working with Functions

- Objectives of Section 7
- What are Functions?
  - Using the Correct Syntax for Functions
- Inserting Functions
- Using Math and Trigonometric Functions
- Using Statistical Functions
- Working with Financial Functions
- Using Logical Functions
- Using Date and Time Functions
- Using Text Functions
- Using Information Functions
- Apply Your Skills Exercises
- Summary of Section 7
- Questions and Review

### Customized Formatting & Drawing Tools

- Objectives of Section 8
- Aligning the Cell Contents
- Using the Format Painter
- Hiding/Unhiding Data
  - Hiding/Unhiding Rows & Columns
  - Hiding/Unhiding Worksheets



- Using Comments
- Using Styles
- Drawing Objects
  - Drawing Shapes
  - Drawing AutoShapes
  - Moving and Resizing Shapes
- Using WordArt
- Using Clip Art
- Apply Your Skills Exercises
- Summary of Section 8
- Questions and Review
- Using Internet & Data Tools**
- Objectives of Section 9
- Using Hyperlinks
  - Inserting Hyperlinks
  - Modifying and Deleting Hyperlinks

- Publishing Worksheets to the Internet
  - Previewing Web Pages
  - Saving Worksheets as HTML
  - Saving Range of Cells as HTML
- Using AutoFill
- Finding and Replacing Data
  - Finding Data
  - Replacing Data
  - Finding and Replacing Formatting
  - Go To Special
- Using Paste Special
- Sorting Data
- Using the AutoFilter

- Exporting Data as a Text File
- Using the Research Tool
- Setting Up Research Services
  - Using Research Services
- Changing Excel Options
- Apply Your Skills Exercises
- Summary of Section 9
- Questions and Review

**Appendices**

- Projects and Case Studies
- Productivity Tools
- Glossary of Terms
- Answers to Review Questions
- Index
- Microsoft Office Excel 2003 Specialist Exam Objectives

