



Airhouse Studios

Excel 2003 Introductory Course

Course Aims

This extremely practical course introduces the delegate to Excel 2003. It will provide “hands on” experience of many of the features found in this product. By the end of the course, the user will be competent with the following skills:

Course Outline

Fundamentals

Spreadsheet Principles
The Task Pane
Menus
Toolbars
The Taskbar
Moving Around
Help

Spreadsheet Modelling

Spreadsheet Structure
Create a Spreadsheet
Labels and Numbers

Formulas

Add, Subtract, Multiply and Divide
Brackets
AutoSum
Absolute and Relative Addressing

Save, Open and Close Workbooks

Start a New Workbook
Save and Close a Workbook
Open a Saved Workbook
Save as a Web Page

Editing Cells

Edit Data
Edit Formulas
Undo and Redo
Edit Directly in a Cell

Functions

Basic Functions

Ranges

Select Ranges
Fill a Range
Use the Fill Handle

Moving and Copying

Cut Copy and Paste
Use the Clipboard
Copy a Range of Cells
Copy Formulas

Printing

Print Preview
Page Setup
Printing

Formatting Cells

Bold, Italic and Underline
Change Font Size and Colour
Numbers
Date and Time
Alignment
Cell Borders and Shading

Formatting Worksheets

Change Column Width and Row Height
Insert and Delete Rows and Columns
Rename, Copy and Move Sheets
Insert and Delete Sheets

Charts

Create, Format and Print Charts

This course outline is a guide. All our courses can be tailored to customer requirements.

Target Audience

Intending, new or recent users of Excel 2003 or any other spreadsheets.

Assumed Knowledge

Delegates should be familiar with the Windows operating system, either from attending a Windows Introduction Course or knowledge gained from their own experience. No knowledge of Excel 2003 is expected.