

Course ID

M-EXCEL03L1

Course Duration

1 day

Course Title

Microsoft Office Excel 2003: Level 1

Related Courses

- Microsoft Office Excel 2003: Level 2 (M-EXCELL02, 1 day)
- Microsoft Office Excel 2003: Level 3 (M-EXCELL03, 1 day)

Aimed At

Those who wish to acquire the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets or prepare for certification as a Microsoft® Office Specialist in Excel.

Group Size

5-15

Prerequisites

Working knowledge of the Microsoft® Windows 98 (or above) operating system that may be acquired by taking the appropriate Eogogics courses, e.g.:

- Microsoft Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Microsoft Windows XP Professional: Level 2 (M-WINXPL2, 1 day)

Course in a Nutshell

You have basic computer skills such as using a mouse, navigating through Windows, and surfing the Internet. You have also used paper-based systems for storing data and performing calculations on it. You now want to migrate that data to an electronic format. This course will help you do that. It will show you how to use Microsoft® Office Excel 2003 to create, manage, edit, and print basic worksheets and workbooks.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

Upon successful completion of this course, students will be able to:

- Create a basic worksheet.
- Modify a worksheet.
- Perform calculations.

- Format a worksheet.
- Develop a workbook.
- Print the contents of a workbook.
- Customize the layout of the Excel window.

**Course
Outline**

About the Microsoft Office Specialist Program

Lesson 1: Getting Started with Excel

- Topic 1A: An Overview of Excel
- Topic 1B: Navigate in Excel
- Topic 1C: Select Data
- Topic 1D: Enter Data
- Topic 1E: Save a Workbook
- Topic 1F: Obtain Help

Lesson 2: Modifying a Worksheet

- Topic 2A: Move and Copy Data Between Cells
- Topic 2B: Fill Cells with Series of Data
- Topic 2C: Edit Cell Data
- Topic 2D: Insert and Delete Cells, Columns, and Rows
- Topic 2E: Find, Replace, and Go To Cell Data
- Topic 2F: Spell Check a Worksheet

Lesson 3: Performing Calculations

- Topic 3A: Create Basic Formulas
- Topic 3B: Calculate with Functions
- Topic 3C: Copy Formulas and Functions
- Topic 3D: Create an Absolute Reference

Lesson 4: Formatting a Worksheet

- Topic 4A: Change Font Size and Type
- Topic 4B: Add Borders and Color to Cells
- Topic 4C: Change Column Width and Row Height
- Topic 4D: Merge Cells
- Topic 4E: Apply Number Formats
- Topic 4F: Create a Custom Number Format
- Topic 4G: Align Cell Contents
- Topic 4H: Find and Replace Formats
- Topic 4I: Apply an AutoFormat
- Topic 4J: Apply Styles

Lesson 5: Developing a Workbook

- Topic 5A: Format Worksheet Tabs
- Topic 5B: Reposition Worksheets in a Workbook
- Topic 5C: Insert and Delete Worksheets
- Topic 5D: Copy and Paste Worksheets
- Topic 5E: Copy a Workbook

Lesson 6: Printing Workbook Contents

- Topic 6A: Set a Print Title
- Topic 6B: Create a Header and a Footer
- Topic 6C: Set Page Margins
- Topic 6D: Change Page Orientation
- Topic 6E: Insert and Remove Page Breaks
- Topic 6F: Print a Range

Lesson 7: Customizing Layout

- Topic 7A: Split a Worksheet
- Topic 7B: Arrange Worksheets
- Topic 7C: Freeze and Unfreeze Rows and Columns
- Topic 7D: Hide and Unhide Worksheets

Lab Requirements

Hardware Requirements: This course requires a computer for each participant as well as for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Microsoft® Office Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Microsoft® Office Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 6 GB hard disk or larger.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements:

- Platform: Microsoft windows.
- Either Windows XP Professional with Service Pack 1, or Windows 2000. Professional with Service Pack 4.

- Microsoft® Office Professional Edition 2003.

**How You Will
Learn**

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

July30, 2006