



Excel 2003 Introduction

delivered by:



Overview

This course introduces the skills necessary for productive development of workbooks. It includes basic tasks such as; using shortcuts, working with ranges, building formulae, formatting data and printing.

Audience

Users new to spreadsheets.

Course Objectives

The objectives of the course are to provide new users with the knowledge to create and edit basic spreadsheets.

Prerequisites

Delegates should be familiar with Windows.

Course Contents

Basic principles

- What is Excel?
- Understanding the screen layout

Working with cells

- Data entry and editing
- Using shortcut menus
- Autofill
- Copying and moving data
- Undo and ReDo

Formulae

- Setting up a basic worksheet
- Order of calculation – BODMAS
- Creating your own formulae
- Using in-built functions, e.g. sum
- Relative and absolute referencing

Formatting

- Using the formatting toolbar
- Inserting/deleting rows and columns
- Altering column widths
- Adding colours/borders/shading
- Alignment
- Number formatting
- Format painter and autofomat



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Printing

- Print preview
- Printing the worksheet
- Page break preview
- Print areas
- Headers and footers
- Adjusting margins
- Shrink to fit

Larger documents

- Splitting and freezing
- Zoom

Graphs

- Chart wizard
- Bar/line/pie charts
- Editing titles/borders, scales and legends
- Printing charts

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable.

Maximum Number of Delegates: 8

**Cost: Members - 1 unit, £150 +VAT
Non-members - £225 +VAT**

To register please email our Training Co-ordinator on registrations@thelearningcollaboration.com