

Microsoft Excel XP/2003

- Basic Skills Course -

Course Description.



This course is designed to provide staff with an introduction and understanding of the main features of **Microsoft Excel XP/2003**. You will be shown tools & techniques used to create spreadsheets, tables and charts. You will also be shown how to apply formulas and calculations. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section. On completion of the course, you will have the basic skills necessary to use **MS Excel XP/2003** effectively in your work.

Objectives.

You will learn many aspects of:

- ✓ Creating, saving, opening and closing a workbook.
- ✓ Changing the worksheet view and navigating a spreadsheet.
- ✓ Deleting, replacing and editing an entry.
- ✓ Cut, copy, paste and AutoFill operations.
- ✓ Applying formulae.
- ✓ Editing, using and pasting a function.
- ✓ Relative and absolute cell addresses.
- ✓ Range names.
- ✓ Formatting a worksheet.
- ✓ Working with multiple worksheets.
- ✓ Sorting worksheet data.
- ✓ Creating headers and footers.
- ✓ Using Print Preview and printing a part or whole of a worksheet.
- ✓ Creating, formatting, moving, resizing, deleting and printing charts.
- ✓ Importing objects (graphics).
- ✓ Opening and saving a workbook in a different file format.

Pre-requisites.



Any introductory knowledge of using the computer in a Windows™ environment will be an advantage although no specialised knowledge of computer products is necessary. This course will cover the basic aspects of using Microsoft Excel XP/2003 and will build upon techniques throughout each section.
