



Introduction to Excel 2003/2007

Course Outline

Duration: 1 Day

Parts of the Screen

Navigation & Selection Techniques

Using the keyboard and mouse to navigate
Using the keyboard and mouse to select

Editing Existing Spreadsheets

Editing text and numbers
Inserting and deleting Rows and Columns
Resizing Rows and Columns

Saving a Workbook

Different methodologies of saving a workbook

Creating Basic Spreadsheets

The 5 Step Process

- Design
- Text
- Numbers
- Formulas
- Format

Filling Cells

Formatting

Formatting text and numbers
Borders and shading
Aligning and indenting

Formulas

Using the BOMDAS rule
Using the basic math operators
Editing formulas
Using Autocalculate
Using Autofill within a formula
Copying Formulas

Charting

Create simple charts
Format a column chart

Multiple Worksheets

Inserting sheets
Renaming sheets
Deleting sheets
Moving sheets
Copying sheets
Grouping sheets
Colour coding sheet tabs

Basic Functions

Function wizard
Autosum
Average
Minimum
Maximum
Count

Page Setup

Margins
Portrait/Landscape
Printing Row and/or Column headings
Applying Headers and Footers
Using Fit to

Printing and Page Break Preview

Page break Preview
Adjusting page breaks
Inserting Page breaks
Zoom

Using Shortcut Keystrokes