

Microsoft Office Excel 2003: Level 1

Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Course Objective: You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

Target Student: This course is designed for persons preparing for certification as a Microsoft® Office Specialist in Excel, who already have knowledge of the Microsoft® Office Windows 98 (or above) operating system, and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel 2003 worksheets.

Prerequisites: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Microsoft Office Windows XP: Introduction

If you have taken an introductory course for an earlier version of the Windows operating system, this will also meet the prerequisite.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Performance-Based Objectives

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 Content

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

Appendix A: Microsoft Office Specialist Program