



Microsoft Excel 2003 Introduction

EXPLORING EXCEL

- Working with Excel Windows
- Working with Worksheets
- Using the Task Pane
- Using a Template
- Selecting Cells

USING BASIC WORKBOOK SKILLS

- Creating a New Workbook
- Entering Text into Cells
- Entering Numbers into Cells
- Saving/Closing a Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Renaming an Existing Workbook

WORKING WITH RANGES

- Working with Ranges
- Selecting Ranges with the Keyboard
- Selecting Ranges with the Mouse
- Selecting Non-adjacent Ranges
- Entering Values into a Range
- Using the AutoFill Feature

CREATING SIMPLE FORMULAS

- Entering & Using Formulas
- Using AutoSum
- Entering & Using Basic Functions
- Using the Formula Palette
- Using the AutoCalculate Feature
- Using Range Borders to Modify Functions
- Checking Errors

COPYING & MOVING DATA

- Copying/Cutting & Pasting Data
- Using Paste Options & Paste List
- Pasting from the Clipboard Task Pane
- Relative vs. Absolute Cell Referencing
- Using AutoFill to Fill Cells
- Using Drag-&-Drop Editing
- Using Undo & Redo

PRINTING

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range

FORMATTING NUMBERS

- Using Number Formats
- Using the Currency Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places

FORMATTING TEXT

- Changing Text Appearance
- Changing Fonts & Font Size
- Using Bold/Italics/Underline Buttons
- Using the Font Color Button
- Rotating & Wrapping Text in a Cell
- Shrinking Text in a Cell
- Merging Cells into One Cell
- Changing Text Indent

WORKING WITH COLUMNS & ROWS

- Selecting Columns & Rows
- Changing Column Width & Height
- Adjusting Columns Automatically
- Hiding/Unhiding Columns & Rows
- Inserting Columns & Rows
- Deleting Columns & Rows

FORMATTING CELLS

- Changing Cell Alignment
- Using the Merge & Center Button
- Using the Borders Button
- Using the Fill Color Button
- Using the Format Painter Button
- Clearing Formats
- Inserting & Deleting Selected Cells

USING PAGE SETUP

- Changing the Page Orientation
- Setting Margin & Centering Options
- Creating Headers & Footers
- Changing Print Gridlines
- Repeating Row & Column Labels
- Scaling a Worksheet
- Setting Page Breaks
- Setting/Removing a Print Area