

Introduction to Excel 2002/2003

Course Outline

Typing, navigating and editing spreadsheets

Using keyboard to navigate

Using mouse to navigate

Editing text and numbers

Inserting Rows and Columns

Resizing Rows and Columns

Deleting Rows and Columns

Saving a Workbook

Different methodologies of saving a workbook

Formatting text

Formatting text

Formatting numbers

Shading cells

Apply borders

Aligning and indenting

Calculations

Using the BOMBAS rule

Using the basic math operators

Editing calculations

Using Autocalculate

Using Autofill within a calculation

Charting

Create simple charts

Format a column chart

Multiple Worksheets

Inserting sheets

Renaming sheets

Removing sheets

Deleting sheets

Moving sheets

Colour coding sheet tabs

Grouping sheets

Basic Functions

Function wizard

Autosum

Average

Minimum

Maximum

Count

Pagesetup

Margins

Portrait/Landscape

Printing Column/row headings

Applying Headers and Footers

Using Fit to

Printing and Page break Preview

Page break Preview

Adjusting the page breaks

Inserting Page breaks

Zoom

