Course Outline

Course Objective: 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; and customize the layout of the Excel window.

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: The course requires that you are familiar with using personal computers and have used a mouse and keyboard; basic typing skills are recommended. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to: launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. Getting Started with Excel

- An Overview of Excel
- Navigate in Excel
- Select Data
- Enter Data
- Save a Workbook
- Obtain Help

2. Modifying a Worksheet

- Move and Copy Data Between Cells
- Fill Cells with Series of Data
- Edit Cell Data
- Insert and Delete Cells, Columns, and Rows
- Find, Replace, and Go To Cell Data
- Spell Check a Worksheet

3. Performing Calculations

- Create Basic Formulas
- Calculate with Functions
- Copy Formulas and Functions
- Create an Absolute Reference

4. Formatting a Worksheet

- Change Font Size and Type
- Add Borders and Color to Cells
- Change Column Width and Row Height
- Merge Cells
- Apply Number Formats
- Create a Custom Number Format

- Align Cell Contents
- Find and Replace Formats
- Apply an AutoFormat
- Apply Styles

5. Developing a Workbook

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheets
- Copy a Workbook

6. Printing Workbook Contents

- Set a Print Title
- Create a Header and a Footer
- Set Page Margins
- Change Page Orientation
- Insert and Remove Page Breaks
- Print a Range

7. Customizing Layout

- Split a Worksheet
- Arrange Worksheets
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Worksheets