



2 day
course



Microsoft Excel XP/2003 PROFICIENCY – Day 1 of 2

Course objectives

This course offers a basic understanding of the capabilities of Excel and aims to give delegates the confidence to integrate the software effectively and efficiently into their working environment.

Pre-requisite

No prior knowledge of this package is required, although Windows experience is essential.

Course content

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| Module 1 | Create Workbooks - What is a spreadsheet? The screen, workbook files. Create, open and save workbooks. Close workbooks. File properties. Enter text and numbers. Auto fill. Enter formulae. Move between worksheets and workbooks. |
| Module 2 | Modifying Workbooks - Inserting, moving and deleting worksheets. Modify worksheet names and positions. Worksheet Tab colour. Grouping worksheets. Relative and Absolute cell addressing. |
| Module 3 | Working with Cells and Cell Data - Insert, delete and move cells. Enter and edit cell data including text, numbers, and formulas. Check spelling. Find and replace cell data and formats. Cut, Copy, Paste and Paste Special. Creating Lists. Filtering lists. Adding a Total Row. Sorting lists. |
| Module 4 | Formatting and Printing - Apply and modify cell formats. Modify row and column settings. Modify row and column formats. Apply styles. Use automated tools to format worksheets. Modify Page Setup options for worksheets. Page breaks. Preview and print worksheets and workbooks. |