



2 day
course



Microsoft Excel XP/2003 PROFICIENCY – Day 2 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

Module 1	Managing Workbooks - Manage workbook files and folders. Create workbooks using templates. Save workbooks using different names and file formats.
Module 2	Creating and Revising Formulas - Create and revise formulas. Use statistical, date and time, financial, and logical functions in formulas. Revision of Relative and Absolute Cell addressing. Mixed Cell addressing. Use 3-D formulas.
Module 3	Creating and Modifying Graphics - Create, modify, position, and print charts. Create, modify and position graphics.
Module 4	Workgroup Collaboration - Convert worksheets into Web pages. Create hyperlinks. View and edit comments.