

Excel 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: None

What's in Excel 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Excel 2003. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page.

Objectives

- Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, and use the Help feature.
- Enter and edit labels, values, and formulas in a worksheet, and find and replace a formula.
- Move and copy data, insert and delete ranges, and work with relative and absolute references when creating and copying formulas.
- Use functions such as SUM, AVERAGE, MIN, and MAX to perform calculations in a worksheet, and use the AutoSum feature.
- Format text, numbers, rows, and columns in a worksheet.
- Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area.
- Create, format, modify, and print charts based on worksheet data.
- Save a worksheet as a Web page, use the AutoRepublish feature, insert and edit hyperlinks in worksheets, and send a workbook via e-mail.

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * Spreadsheet terminology*

A-1: Discussing spreadsheet terminology

*Topic B: * Exploring the Excel window*

B-1: Starting Excel

B-2: Examining Excel window components

*Topic C: * Getting help*

C-1: Using the Ask a Question box

C-2: Working with the Office Assistant

C-3: Using the Help task pane

*Topic D: * Opening and navigating workbooks*

D-1: Opening a workbook

D-2: Navigating a worksheet

*Topic E: * Closing workbooks*

E-1: Closing a workbook and Excel

Unit 2 : Entering and editing data

*Topic A: * Creating workbooks*

A-1: Creating a default Excel workbook

*Topic B: * Entering and editing labels and values*

B-1: Entering labels and values

B-2: Editing a label

B-3: Finding and replacing

*Topic C: * Entering and editing formulas*

C-1: Entering a formula by typing

C-2: Using the mouse to enter cell references

C-3: Editing a formula

*Topic D: * Saving and updating workbooks*

D-1: Saving a workbook

D-2: Changing and updating a workbook

Unit 3 : Modifying a worksheet

*Topic A: * Moving and copying data*

A-1: Moving data in a worksheet

A-2: Copying data in a worksheet

A-3: Moving data by using the drag-and-drop method

A-4: Copying data by using the drag-and-drop method

A-5: Copying data by using the Clipboard

*Topic B: * Moving and copying formulas*

B-1: Using shortcut menus to move formulas

B-2: Copying a formula

B-3: Using the fill handle to copy formulas

*Topic C: * Using absolute references*

C-1: Observing the limitations of relative references

C-2: Using absolute references

*Topic D: * Inserting and deleting ranges*

D-1: Inserting a range

D-2: Inserting a row

D-3: Deleting a range

Unit 4 : Using functions

*Topic A: * Entering functions*

A-1: Entering a SUM function

A-2: Using the mouse to enter a function argument

A-3: Inserting a SUM function

*Topic B: * Using AutoSum*

B-1: Using the AutoSum button

B-2: Using AutoSum to enter several SUM functions

*Topic C: * Using AVERAGE, MIN, and MAX*

C-1: Using AVERAGE

C-2: Using MIN

C-3: Using MAX

Unit 5 : Formatting worksheets

*Topic A: * Formatting text*

A-1: Formatting text by using the toolbar

A-2: Formatting a non-contiguous range

A-3: Using the Format Cells dialog box to format text

*Topic B: * Formatting rows and columns*

B-1: Changing column widths and row heights

B-2: Setting alignment

B-3: Applying borders to ranges

B-4: Using the border-drawing pencil

*Topic C: * Number formatting*

C-1: Using the Formatting toolbar to format numbers

C-2: Exploring the Number tab

C-3: Creating a conditional format

*Topic D: * Using Format Painter and AutoFormat*

D-1: Copying and clearing formatting

D-2: Using the AutoFormat dialog box to format a range

D-3: Using Find and Replace to change cell formats

Unit 6 : Printing

*Topic A: * Preparing to print*

A-1: Checking spelling in a worksheet

A-2: Using the Research task pane

A-3: Previewing a worksheet

*Topic B: * Page Setup options*

B-1: Setting page orientation

B-2: Setting margins

B-3: Creating custom headers and footers

B-4: Displaying gridlines and observing sheet options

*Topic C: * Printing worksheets*

C-1: Printing a worksheet

C-2: Working with the print area

Unit 7 : Creating charts

*Topic A: * Chart basics*

A-1: Creating a chart

A-2: Examining chart elements

A-3: Creating an embedded chart

*Topic B: * Modifying charts*

B-1: Changing a chart type

B-2: Formatting chart elements

B-3: Modifying an embedded chart

*Topic C: * Printing charts*

C-1: Printing a chart

Unit 8 : Web features

*Topic A: * Saving workbooks as Web pages*

A-1: Saving a workbook

A-2: Using the Publish as Web Page dialog box

*Topic B: * Hyperlinks*

B-1: Inserting and editing hyperlinks

*Topic C: * Sending workbooks via e-mail*

C-1: Using e-mail to share a workbook

Appendix A : Instant messaging

*Topic A: * Instant messages*

Appendix B : Alternative user input

*Topic A: * Speech recognition*

*Topic B: * Handwriting recognition*

Appendix C : Microsoft Office Specialist exam objectives maps

*Topic A: * Specialist exam objectives*

*Topic B: * Expert exam objectives*