

Microsoft® Office Excel® 2003: Level 1

Course Specifications:

Course number: 084260

Software: Microsoft® Office Excel 2003

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Excel 2003

Course Description: You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Course Objective: You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

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: To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Microsoft Office Windows XP: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification: This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Performance-Based Objectives: 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.
- Customize the layout of the Excel window.



For Training Information, call 1-877-TRY-BLE1
(1-877-879-2531)

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: An Overview of Excel
Topic 1B: Navigate in Excel
Topic 1C: Select Data
Topic 1D: Enter Data
Topic 1E: Save a Workbook
Topic 1F: Obtain Help

Lesson 2: Modifying a Worksheet

Topic 2A: Move and Copy Data Between Cells
Topic 2B: Fill Cells with Series of Data
Topic 2C: Edit Cell Data
Topic 2D: Insert and Delete Cells, Columns, and Rows
Topic 2E: Find, Replace, and Go To Cell Data
Topic 2F: Spell Check a Worksheet

Lesson 3: Performing Calculations

Topic 3A: Create Basic Formulas
Topic 3B: Calculate with Functions
Topic 3C: Copy Formulas and Functions
Topic 3D: Create an Absolute Reference

Lesson 4: Formatting a Worksheet

Topic 4A: Change Font Size and Type
Topic 4B: Add Borders and Color to Cells
Topic 4C: Change Column Width and Row Height
Topic 4D: Merge Cells
Topic 4E: Apply Number Formats
Topic 4F: Create a Custom Number Format
Topic 4G: Align Cell Contents
Topic 4H: Find and Replace Formats
Topic 4I: Apply an AutoFormat
Topic 4J: Apply Styles

Lesson 5: Developing a Workbook

Topic 5A: Format Worksheet Tabs
Topic 5B: Reposition Worksheets in a Workbook
Topic 5C: Insert and Delete Worksheets
Topic 5D: Copy and Paste Worksheets
Topic 5E: Copy a Workbook

Lesson 6: Printing Workbook Contents

Topic 6A: Set a Print Title
Topic 6B: Create a Header and a Footer
Topic 6C: Set Page Margins
Topic 6D: Change Page Orientation
Topic 6E: Insert and Remove Page Breaks
Topic 6F: Print a Range

Lesson 7: Customizing Layout

Topic 7A: Split a Worksheet
Topic 7B: Arrange Worksheets
Topic 7C: Freeze and Unfreeze Rows and Columns
Topic 7D: Hide and Unhide Worksheets

Appendix A: Microsoft Office Specialist Program