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Excel 2003 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

Overview:

In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Who Should Attend:

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® Office Excel 2003 worksheets.

At Course Completion:

You will create and edit basic Microsoft Office Excel worksheets and workbooks.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1

Outline:

Lesson 1: Getting Started with Excel

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

Lesson 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



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Find, Replace, and Go To Cell Data
Spell Check a Worksheet

Lesson 3: Performing Calculations

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

Lesson 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

Lesson 5: Developing a Workbook

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

Lesson 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



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Lesson 7: Customizing Layout

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