

## Basic Excel Skills

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### Synopsis:

This module introduces the basic skills necessary for productive development of workbooks. It includes tasks to explore Excel, use basic workbook skills, and work with ranges. Students will also learn how to create simple formulas, copy and move data, and how to print worksheets.

### Prerequisites:

An understanding of Windows

### Objectives:

- Explore Excel
- Use basic workbook skills
- Work with ranges
- Create simple formulas
- Copy and move data
- Print

### This module includes:

#### Exploring Excel

- Working with Excel
- Starting Excel
- Using the Interface
- Working with worksheets
- Using menu commands
- Displaying and hiding toolbars
- Displaying hidden toolbar buttons
- Moving and resizing toolbars
- Changing menu and toolbar options
- Using task panes
- Exiting Excel

#### Using Basic Workbook Skills

- Selecting a cell using the keyboard
- Scrolling using the mouse
- Using the Go To dialog box
- Entering text into cells
- Entering numbers into cells
- Saving a new workbook
- Closing a workbook
- Creating a new workbook
- Using a template
- Opening an existing workbook
- Using data entry shortcuts
- Editing cell entries
- Checking worksheet spelling
- Creating a new folder
- Renaming an existing workbook

#### Working with Ranges

- Using ranges
- Selecting ranges with the keyboard
- Selecting ranges with the mouse
- Selecting non-adjacent ranges
- Entering values into a range
- Using the Auto Fill feature

#### Creating Simple Formulas

- Using formulas
- Entering formulas

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Using functions  
Using the AutoSum button  
Using the AutoSum list  
Entering basic functions  
Inserting functions in formulas  
Editing functions  
Using the AutoCalculate feature  
Using range borders to modify formulas  
Checking errors

### **Copying and Moving Data**

Copying/cutting and pasting data  
Copying and pasting formulas  
Using the Paste Options button  
Using the paste list  
Using the Clipboard task pane  
Creating an absolute reference  
Filling cells  
Using drag-and-drop editing  
Using Undo and Redo

### **Printing**

Previewing a worksheet  
Printing the current worksheet  
Printing a selected range  
Printing a page range  
Printing multiple copies

# Excel 2003 - Lvl 1

## Improving Worksheet Appearance

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### Synopsis:

This module covers basic skills needed to prepare worksheets for publication. It includes tasks to use page setup, format numbers, and format text. Students will also learn how to work with columns and rows, format cells, use automatic formatting and styles, and use online Help.

### Prerequisites:

Basic Excel Skills

### Objectives:

- Use page setup
- Format numbers
- Format text
- Work with columns and rows
- Format cells
- Use automatic formatting and styles
- Getting Help

### This module includes:

#### Using Page Setup

- Setting margin and centering options
- Changing the page orientation
- Creating headers and footers
- Customizing headers and footers
- Changing print gridlines
- Repeating row and column labels
- Scaling a worksheet
- Using page break preview
- Setting/removing a print area

#### Formatting Numbers

- Using number formats
- Using the Currency style
- Using the Percent style
- Using the Comma style
- Changing decimal places

#### Formatting Text

- Formatting cell text
- Changing an existing font
- Modifying the font size
- Using bold and italics
- Underlining text
- Changing the font color
- Rotating text in a cell
- Wrapping text in a cell
- Shrinking text in a cell
- Changing cell alignment
- Changing text indentation

#### Working with Columns and Rows

- Selecting columns and rows
- Changing the width of columns
- Changing the height of rows
- Adjusting columns automatically
- Hiding columns and rows
- Unhiding columns and rows
- Inserting a column
- Inserting a row
- Deleting a column

## Improving Worksheet Appearance

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Deleting a row

### **Formatting Cells**

- Using the Merge and Center button
- Changing the vertical alignment
- Splitting cells
- Using the Borders button
- Drawing cell borders
- Using the Fill Color button
- Pasting formats
- Using the Format Painter button
- Copying formats to non-adjacent cells
- Clearing formats
- Inserting selected cells
- Inserting cut or copied cells
- Deleting selected cells

### **Using Automatic Formatting and Styles**

- Using automatic formatting features
- Applying an AutoFormat
- Changing AutoFormat options
- Extending list formats and formulas
- Creating a style by example
- Applying a style
- Creating a new style
- Editing an existing style
- Merging styles

### **Getting Help**

- Using Microsoft Excel Help
- Working with the Help task pane
- Using Type a question for help
- Controlling online content settings
- Working with online Help
- Displaying/Hiding the Office Assistant
- Finding an answer
- Changing Office Assistant options