

# Excel 2003

## 1 Day Introduction

### Course Outline

Session	Content
<b>1</b>	<p><b>Microsoft Excel Basics</b></p> <ul style="list-style-type: none"> <li>• the workbook environment</li> <li>• data entry and basic formatting</li> <li>• save a workbook</li> <li>• name and colour a sheet tab</li> <li>• enter simple formulas</li> <li>• use AutoSum</li> <li>• fill a formula</li> <li>• understand a Smart Tag</li> <li>• preview and print</li> </ul>
<b>2</b>	<p><b>Modifying Columns and Rows Using Functions</b></p> <ul style="list-style-type: none"> <li>• adjust rows &amp; columns</li> <li>• use functions such as Sum, Average, Count, Min, Max, Date, Now and Today</li> </ul>
<b>3</b>	<p><b>Filling a Series, Absolute References and Formatting</b></p> <ul style="list-style-type: none"> <li>• fill a series</li> <li>• absolute &amp; relative reference</li> <li>• order of evaluation</li> <li>• apply and modify cell formats</li> <li>• use the Format Painter</li> <li>• use AutoFormat</li> <li>• apply a style</li> </ul> <p><b>Protection and Printing</b></p> <ul style="list-style-type: none"> <li>• protect cells and worksheets</li> <li>• set print options using Page Setup</li> <li>• set print options using File, Print</li> </ul>
<b>4</b>	<p><b>Charting</b></p> <ul style="list-style-type: none"> <li>• create a chart</li> <li>• edit a chart</li> <li>• use non adjacent data in a chart</li> <li>• resize and reposition a chart</li> <li>• use the Zoom control</li> </ul>

January 09



Your Success is Our Priority

## Canning College

---

### Computing

Marquis Street, Bentley 6102  
 Telephone: (08) 93515630  
[www.canningcollege.com](http://www.canningcollege.com)