

# Combined Version Manual - Introduction to Microsoft Excel 97/2000/2002/2003



A One Day Guide

**Ref No:** DD169

**Course Aims**

This manual aims to provide a sound understanding of the concepts of spreadsheets. It is designed to teach spreadsheet skills required in an office environment including Formatting, Manipulating data and Shortcuts.

**Objectives**

At the end of this course, the following topics will have been discussed:

- Spreadsheet Terminology
- Creating Worksheets
- Creating Formulas
- Using common Functions
- Calculations across worksheets
- Manipulating Data
- Handy keyboard hints and shortcuts
- Formatting Text and Data

**Number of Pages**

99

**Audience**

The course is aimed at those participants who require introductory spreadsheet skills. It is also for those needing Formatting and Creating functions/formulae skills.

**Prerequisites**

It is essential that participants have good mouse & keyboard skills. Knowledge of Excel is advantageous.

**Course Length**

In a training environment this course is suitable for One day.

**Course Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk accompanies this manual.

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A One Day Guide

## **Introduction**

Course Objectives  
Starting Excel

## **The Excel Screen**

### **Moving around the Sheet**

Displaying other Areas  
Mouse Movements  
Viewing other Sheets

### **Personalised Menus**

Menu Elements  
Changing Menu Options  
Closing a Workbook  
Dialog Boxes

### **Toolbars**

ScreenTips  
Displaying and Hiding  
Toolbars

### **Inserting Text and Numbers**

#### **Column Widths**

Changing Column Widths  
Changing Multiple Columns  
AutoFit the Selection  
Typing Numbers

#### **Saving a Workbook**

The Places Bar

#### **Alignments and Indents**

Indenting  
Merge and Center

#### **Printing**

#### **Calculations**

AutoSum  
Filling the Formula  
Formulas  
Cell Editing

#### **Creating the RATES**

#### **Spreadsheet**

#### **A Budget**

Formula Operators  
Remaining Calculations

#### **Manipulating Toolbars**

Moving a Toolbar  
Sizing a Toolbar  
Closing a Toolbar

#### **A Second Worksheet**

Copying Text  
Using an Entry Range

#### **Calculating across Worksheets**

Creating the Difference  
Worksheet  
Selecting Multiple Ranges

Calculating the difference in  
data

Auto Filling Formulas  
Completing the Third  
Worksheet

#### **Functions**

Function Syntax  
The Average Function  
The Max Function  
The MIN Function

#### **Editing Sheet Tabs**

Changing a Sheet Name  
Inserting a Sheet  
Deleting Unwanted Sheets

#### **Formatting**

Fonts and Fonts Sizes  
Fonts

Using Format, Cells

#### **Number Formatting**

Formatting a Group of Sheets

#### **More Formatting**

Conditional Formatting  
Setting the Format

#### **Borders**

#### **Pasting Formats**

Cell Shading  
Font Colour  
Formatting Exercise

#### **Cut, Copy and Paste**

Collect and Paste  
The Office Clipboard  
Pasting all Items (Excel  
2002/2003)

#### **Spelling**

Spelling Exercise

#### **Print Preview**

Page Break Preview  
Adjusting the Page Breaks  
Previewing the Workbook  
Zoom  
Margins and Column Widths  
Column Widths in Print  
Preview

#### **Page Setup**

Orientation  
Scaling  
The Margins Tab

#### **Page Breaks and Print Areas**

Inserting a Page Break  
Setting a Print Area

#### **Headers and Footers**

Built-In Headers and Footers  
Custom Headers and Footers  
**Practice Printing**