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| DESCRIPTION | Learn to effectively use the core features of Excel 2003. Students will learn to create, format, enhance and print simple spreadsheets. |
| WHO SHOULD ATTEND | Users requiring an introduction to Excel basics for occasional or limited use. Word processors who prepare charts requiring calculations. |
| PREREQUISITES | Solid working knowledge of Windows. |
| DURATION | 1 day |

Agenda

DAY 1

Introduction – the Excel environment, files types, toolbars, getting help

Workbooks/Worksheets – Creating, navigation, saving

Creating/Editing – Entering data, time saving features, find and replace, cut/copy/paste, spell check, Autofill

Formatting – Formatting text and numbers, formatting columns and rows, selection techniques, fill colour and borders, using Autoformat

Formulas/Functions – Entering formulas and functions, using named cells and ranges

Manipulating Worksheets – Splitting worksheets, freezing panes

Page Formatting – Paper size and orientation, changing margins, headers/footers, worksheet setup

Printing