

MICROSOFT EXCEL V2003 INTRODUCTION COURSE OUTLINE PART 1 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have very little or no working knowledge of Microsoft Excel.

Topics to be covered

Starting Microsoft Excel

Overview of the Screen

- Menu Bar

- Toolbars

- Formula Bar

Entering text, number, dates

Clearing and deleting data

Changing the appearance of numbers

- Currency format

- Decimal places

- Other number formats

Changing the appearance of text

- Bold

- Italics

- Underline

- Font size

- Typeface

- Borders

- Text Colour

- Fill Colour

Undo and redo feature

Inserting rows and columns

Deleting rows and columns

Saving files

Opening and Closing files

Printing data

