

MICROSOFT EXCEL V2003 INTRODUCTION COURSE OUTLINE PART 2 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for users who are already able to input and format data within Microsoft Excel.

Topics to be covered

Creating formulas

- Addition
- Subtraction
- Multiplication
- Division

Using the Autosumfunction

Absolute and relative formulas

- Using the copy and paste feature
- Using the cut and paste feature

Creating charts

- Column charts
- Pie charts
- Changing the appearance of charts
- Printing charts

