



# Excel 2003 Beginning

## Course Outline



<b>Course Synopsis:</b>	Getting Started with Excel Worksheet Basics – Navigating in a spreadsheet; Inserting & Deleting cells; Entering & Editing Data; Moving, Copying and Deleting Cell Content; Entering Basic Formulas; Using Basic Functions; Using the Chart Wizard
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Excel 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	This class will prepare the user for all ins and outs of MS Excel. It will allow them to use the basic functions of the program and prepare them for more advanced features of Excel.
<b>Time:</b>	Class time is 9:00 a.m.—4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 11-12. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
<b>Related Courses:</b>	
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at <a href="mailto:rebeccawilliams@cts-ky.com">rebeccawilliams@cts-ky.com</a> or 859-277-1771



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### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### Working with Workbooks

- Workbooks
- Working with Styles

#### Database or List

- Working with Databases
- Sample Database
- Sorting the Database
- Filtering Data
- Data Form
- Totals and Subtotals
- Named Areas
- Sumif and Countif
- Pivot Table

#### Special Tools

- Goal Seek
- Scenario Manager
- Payment Table
- Lookup Function
- If Function

#### Other Features

- Cell Protection
- Macros
- Customizing Toolbars
- Customizing Autofill