



Microsoft® Office Excel 2003: Level 1

Course Description

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Course Objective

You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print the contents of a workbook.
- customize the layout of the Excel window.

Course Content

Lesson 1: Getting Started with Excel

Topic 1A: An Overview of Excel

Topic 1B: Navigate in Excel

Topic 1C: Select Data

Topic 1D: Enter Data

Topic 1E: Save a Workbook

Topic 1F: Obtain Help

Lesson 2: Modifying a Worksheet

Topic 2A: Move and Copy Data Between Cells

Topic 2B: Fill Cells with Series of Data

Topic 2C: Edit ~~Data~~ ~~Edit~~

Lesson 3: