

## **Course Syllabus:** Microsoft Excel 2003 Introduction

### **The Fundamentals**

Starting Excel  
What's New in Excel 2003?  
Understanding the Excel Program Screen  
Using Menus  
Using Toolbars and Creating a New Workbook  
Filling Out Dialog Boxes  
Keystroke and Right Mouse Button Shortcuts  
Opening a Workbook  
Saving a Workbook  
Moving the Cell Pointer  
Navigating a Worksheet  
Entering Labels in a Worksheet  
Entering Values in a Worksheet and Selecting a Cell Range  
Calculating Value Totals with AutoSum  
Entering Formulas  
Using AutoFill  
Previewing and Printing a Worksheet  
Getting Help  
Changing the Office Assistant and Using the "What's This" Button  
Closing a Workbook and Exiting Excel

### **Editing a Worksheet**

Entering Date Values and using AutoComplete  
Editing, Clearing, and Replacing Cell Contents  
Cutting, Copying, and Pasting Cells  
Moving and Copying Cells with Drag and Drop  
Collecting and Pasting Multiple Items  
Working with Absolute and Relative Cell References  
Using the Paste Special Command  
Inserting and Deleting Cells, Rows, and Columns  
Using Undo, Redo, and Repeat  
Checking Your Spelling  
Finding and Replacing Information  
Advanced Printing Options  
File Management  
Inserting Cell Comments  
Understanding Smart Tags  
Recovering Your Workbooks

### **Formatting a Worksheet**

Formatting Fonts with the Formatting Toolbar  
Formatting Values  
Adjusting Row Height and Column Width  
Changing Cell Alignment  
Adding Borders  
Applying Colors and Patterns  
Using the Format Painter  
Using AutoFormat  
Creating a Custom Number Format  
Creating, Applying, and Modifying a Style  
Formatting Cells with Conditional Formatting  
Merging Cells, Rotating Text, and using AutoFit  
Finding and Replacing Formatting

### **Creating and Working with Charts**

Creating a Chart  
Moving and Resizing a Chart  
Formatting and Editing Objects in a Chart  
Changing a Chart's Source Data  
Changing a Chart Type and Working with Pie Charts  
Adding Titles, Gridlines, and a Data Table  
Formatting a Data Series and Chart Axis  
Annotating a Chart  
Working with 3-D Charts  
Selecting and Saving a Custom Chart  
Using Fill Effects