

MOS Core Excel 2003

The course will enable the user to work with Excel features to a good high Intermediate level

Working with Cells and Cell Data

Insert, delete and move cells

Enter and edit cell data including text, numbers, and formulas

Check spelling

Find and replace cell data and formats Work with a subset of data by filtering lists

Managing Workbooks

Manage workbook files and folders

Create workbooks using templates

Save workbooks using different names and file formats

Formatting and Printing Worksheets

Apply and modify cell formats

Modify row and column settings

Modify row and column formats

Apply styles

Use automated tools to format worksheets

Modify Page Setup options for worksheets

Preview and print worksheets and workbooks

Modifying Workbooks

Insert and delete worksheets

Modify worksheet names and positions Use 3-D references

Creating and Revising Formulas

Create and revise formulas

Use statistical, date and time, financial, and logical functions in formulas

Creating and Modifying Graphics

Create, modify, position, and print charts

Create, modify, and position graphics

Workgroup Collaboration

Convert worksheets into Web pages

Create hyperlinks View and edit comments