
Microsoft Office 2003 & 2007 training **Course Contents**

Introduction to Microsoft Excel

Part One – Excel Spreadsheet Basics

What is Microsoft Excel?
A Tour of the Screen.
Using Excel, screen layout, menus & toolbars, Help & the Office Assistant.
Using Task Panes and Smart Tags.
Saving & opening spreadsheet files.

Part Two – Editing Features

Entering text, numbers and formulae into the spreadsheet.
Editing text, numbers and formulae.
Working with Autofill feature.
Building sheets by copying & moving data.
Use Undo & Redo.

Part Three – Formatting Features

Format cell contents, borders & shading, and alignments.
Using the Format Painter.
Apply Autoformats to cells.
Modifying row height and column width.

Part Four – Preparing to Print in Excel

Page Layout - Headers, Footers and Page Breaks.
Page Setup options.
Previewing and printing workbooks.

Microsoft Excel Intermediate

Part One – Workbook Structure.

Inserting and manipulating workbook pages.
Grouping and calculating using workbook pages.
Screen control via zooming, freeze panes and splitting panes.
Saving workbooks as Workspaces.

Part Two – Working with Lists of data in Excel

Creating and managing lists using Data Forms.
Sorting, selecting and subtotalling lists.
Filtering data in lists.
Working with Grouping and Outlining.

Part Three – Functions.

Introducing Functions and the Formula Palette.

What If? analysis using IF() Function.
Working with DATE() and NOW() Functions.
Naming cells and cell ranges.

Part Four – Working with Data.

File and cell linking versus formulae.
Working with Hyperlinks in Excel.
Consolidating data.
Use Edit Go To, and Find & Replace.
Working with Data Validation and Conditional Formatting.

Part Five – Charts in Excel.

Creating Charts as new sheets, or placing on existing sheets.
Customising Chart options.
Previewing and printing Charts.
Creating Custom Chart Types.

Part Six – Further Workbook Options.

Working with Styles in Excel.
Inserting and working with graphical objects in Excel.
Save a workbook/sheet as a web page - web page preview.

Microsoft Excel Advanced

Part One – Organising Workbooks

Creating Excel Templates and folders.
Protecting worksheets and workbooks.
Change Workbook properties.

Part Two –Excel and Office Applications

Linking Excel to Access 2003.
Importing Data from other Office applications.
Querying data from other applications.

Part Three – Analysis Tools.

Database statistics and Pivot Tables.
Auditing the spreadsheets and formulae.
Goal Seek, Scenarios.
Working with comments in spreadsheets.
Tracking, accepting and rejecting changes in a spreadsheet.
Changing Margins, Paper Size & Page Orientation.
Adding Headers, Footers & Page Numbers.

Part Four – Macros in Excel.

Recording simple utility Macros.
Viewing Macro Code.
Running Macros from buttons, toolbars and objects
Using the Grammar Check.

Part Five – Advanced Excel Features.

Creating and using LOOKUP tables.
Customising Excel toolbars, lists and number formats.
Working with relative and absolute formulae.
Publishing and previewing Worksheet Data for the Web.