

# **INTRODUCTION TO EXCEL 2003**

## **SECTION 1: Getting Started with Excel**

### **Lesson 1.1: Introduction**

What is Excel?  
Opening Excel  
Exiting Excel

### **Lesson 1.2: Help with Excel**

Finding Help  
The Office Assistant  
The Help Task Pane

### **Lesson 1.3: Beginning Excel**

The Standard Toolbar  
The Formatting Toolbar  
Working with Excel Menus  
Hiding Toolbars  
Showing Toolbars  
Moving Toolbars  
Customizing Toolbars

### **Lesson 1.4: The Basics of File Management**

New Workbooks  
How to Open Existing Workbooks  
How to Save Workbooks  
How to Close Workbooks  
Excel File Types

### **Lesson 1.5: Explore your Workbook**

Switching Worksheets  
The Active Cell  
Selecting Cells  
Exploring a Worksheet  
The Zoom Feature

## **SECTION 2: Excel Basics**

### **Lesson 2.1: Working with Excel**

Columns, Rows, Cells, and Ranges  
Creating Worksheet Labels  
Entering and Deleting Data

### **Lesson 2.2: Editing Tools**

Using AutoCorrect / AutoFill  
Using Spell Check  
Using Find and Replace  
Documenting a Worksheet with Comments

### **Lesson 2.3: Moving your Data**

Dragging and Dropping Cells  
How to Cut, Copy, and Paste Cells  
How to Cut, Copy, and Paste Multiple Cells and Items  
The Paste Option Button  
How to Use Paste Special  
How to Insert and Delete Cells, Rows, and Columns  
Using Undo, Redo, and Repeat

## **SECTION 3: Working with Excel**

### **Lesson 3.1: Modifying Cells and Data**

Changing the Size of Rows or Columns  
Working with the Formatting Toolbar  
Adjusting Cell Alignment  
Rotating Text

### **Lesson 3.2: Cell Formatting**

What is the Format Painter?  
Cell Merging and AutoFit  
Adding Patterns and Colors  
Adding Borders  
Adding Fill Effects

### **Lesson 3.3: Using Formulas in Excel**

Understanding Relative and Absolute Cell References  
The Basic Mathematical Operators  
Using Formulas with Multiple Cell References  
The Formula Auditing Bar  
Fixing Formula Errors  
Displaying and Printing Formulas  
Conditional Formatting

### **Lesson 3.4: Exploring Excel Functions**

What Are Functions?  
Finding the Right Function  
Some Useful and Simple Functions

### **Lesson 3.5: Using Functions in Excel**

Inserting Functions  
Using Functions and AutoFill to Perform Difficult Calculations

## **SECTION 4: Workbook Management**

### **Lesson 4.1: Organizing your Workbook**

Inserting and Removing Worksheets  
Renaming, Moving, and Color-Coding Worksheets  
How to Split and Freeze a Window  
Using Multiple Workbooks and Windows

### **Lesson 4.2: Formatting your Workbook**

Using Headers and Footers  
Inserting Page Numbers  
Changing Margins and Orientation  
Hiding Rows, Columns and Worksheets

### **Lesson 4.3: Printing a Workbook**

Choosing a Print Area  
Setting up Page Breaks  
Choosing Paper Size and Changing Print Scale  
Adding Print Titles and Gridlines