

AVP Training

Computer Software Training & Consulting

Excel 2003 Introduction (Level 1)

General Description

Introduces basic spreadsheeting skills necessary to produce simple budgets, reports and charts

Learning Outcomes

Gain an understanding of spreadsheet applications

Understand the main screen components of Excel and navigate Excel workbooks

Create and manage simple workbook files with essential formatting

Select continuous and non-continuous cell ranges

Create and manage basic and more complex formulas and functions

Copy and fill data using various techniques

Prepare workbooks for printing with appropriate orientation, scaling, and headers and footers

Generate and manage a variety of chart types such as Pie and Bar

Access and use the Help system within Excel

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Excel 2003 Introduction (Level 1)	Spreadsheet Applications
	Excel 2003 Orientation
	Managing Simple Workbooks
	Selecting Ranges
	Formulas & Functions
	Copying and Filling Data
	Additional Functions
	Printing
	Creating Basic Charts
	Accessing Help

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