



Core Training for Microsoft Office Excel 2003

Course Description

The course will offer an instructor-lead classroom/workshop experience with supporting hands-on exercise. The course will focus on the Core (Basic) elements of MS Excel 2003. The course will be presented using the latest of Jaws.

Objectives

To introduce the student to the Core elements in Excel 2003 and the application of these skills in the daily use of MS Excel 2003

Course Content

1. Setting Up a Workbook

- Making Workbooks Easier to Work With
- Making Data Easier to Read
- Adding a Graphic to a Document

3. Changing Document Appearance

- Changing the Appearance of Data
- Applying an Existing Format to Data
- Making Numbers Easier to Read
- Changing Data's Appearance Based on Its Value
- Making Printouts Easier to Follow
- Positioning Data on a Printout

2. Performing Calculations on Data

- Naming Groups of Data
- Creating Formulas to Calculate Values
- Finding and Correcting Errors in Calculations

4. Focusing on Specific Data Using Filters

- Limiting the Data That Appears on the Screen
- Performing Calculations on Filtered Data
- Defining a Valid Set of Values for a Range of Cells

Who Should Attend

Persons using Jaws and MS Excel on a regular basis to access, edit and create all types of MS Excel Spreadsheets.

Prerequisites

A familiarity with the Windows environment and the basic operation of Jaws

Course Duration

2 Days (8:30 to 12:00 – 12:30 to 16:00)