

## **Excel 2003 Basic** Ref: EX23BA

**Days of training:** 1

**Prerequisites:** Windows 2000: Basic or equivalent experience

### **Getting started**

Spreadsheet terminology  
Exploring the Excel window  
Getting help  
Opening and navigating workbooks  
Closing workbooks

### **Entering and editing data**

Creating workbooks  
Entering and editing labels and values  
Entering and editing formulas  
Saving and updating workbooks

### **Modifying a worksheet**

Moving and copying data  
Moving and copying formulas  
Using absolute references  
Inserting and deleting ranges

### **Using functions**

Entering functions  
Using AutoSum  
Using AVERAGE, MIN, and MAX

### **Formatting worksheets**

Formatting text  
Formatting rows and columns  
Number formatting  
Using Format Painter and AutoFormat

### **Printing**

Preparing to print  
Page Setup options  
Printing worksheets

### **Creating charts**

Chart basics  
Modifying charts  
Printing charts

### **Web features**

Saving workbooks as Web pages  
Hyperlinks  
Sending workbooks via e-mail

### **Appendix A: Instant messaging**

Instant messages