

# MOS Excel 2003

## Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Excel 2003 certification exam.

## Pre-requisites

An understanding of Windows, MS Excel 97/2000/2002 will be an added advantage

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

### Module 1. Using Basic Workbook Skills

- Selecting a Cell using the Keyboard
- Scrolling using the Mouse
- Using the Go To dialog box
- Entering Text into Cells
- Entering Numbers into Cells
- Saving a New Workbook
- Closing a Workbook
- Creating a New Workbook
- Using a Template
- Opening an Existing Workbook
- Using Data Entry Shortcuts
- Editing Cell Entries
- Checking Worksheet Spelling
- Creating a New Folder
- Renaming an Existing Workbook
- Labs - Using Basic Workbook Skills

### Module 2. Working with Columns and Rows

- Selecting Columns and Rows
- Changing the Width of Columns
- Changing the Height of Rows
- Adjusting Columns Automatically
- Hiding Columns and Rows
- Unhiding Columns and Rows
- Inserting a Column
- Insert a Row
- Deleting a Column
- Deleting a Row
- Labs - Working with Columns and Rows

### Module 3. Formatting Text

- Formatting Cell Text
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Changing the Font Color
- Rotating Text in a Cell
- Wrapping Text in a Cell
- Shrinking Text in a Cell
- Changing Cell Alignment
- Changing Text Indentation
- Labs - Formatting Text

### Module 4. Formatting Numbers

- Using Number Formats
- Using the Currency Style
- Using the Percent Style
- Using the Comma Style
- Changing Decimal Places
- Labs - Formatting Numbers

### Module 5. Formatting Cells

- Using the Merge and Center Button
- Changing the Vertical Alignment
- Splitting Cells
- Using the Borders Button

- Drawing Cell Borders
- Using the Fill Color Button
- Pasting Formats
- Using the Format Painter Button
- Copying Formats to NonAdjacent Cells
- Clearing Formats
- Inserting Selected Cells
- Inserting Cut or Copied Cells
- Deleting Selected Cells
- Labs - Formatting Cells

### Module 6. Creating Simple Formulas

- Using Formulas
- Entering Formulas
- Using Functions
- Using the AutoSum button
- Using the AutoSum List
- Entering Basic Functions
- Inserting Functions in Formulas
- Editing Functions
- Using the AutoCalculate Feature
- Using Range Borders to Modify Formulas
- Checking Errors
- Labs - Creating Simple Formulas

### Module 7. Copying and Moving Data

- Copying/Cutting and Pasting Data
- Using the Paste Options Button
- Using the Paste List
- Using the Clipboard Task Pane
- Creating an Absolute Reference
- Filling Cells
- Using DragandDrop Editing
- Using Undo and Redo
- Copying and Moving Data

### Module 8. Working with Multiple Worksheets

- Using Multiple Worksheets
- Navigating between Worksheets
- Selecting Worksheets
- Renaming Worksheets
- Selecting Multiple Worksheets
- Coloring Worksheet Tabs
- Inserting Worksheets
- Deleting Worksheets
- Printing Selected Worksheets
- Labs - Working with Multiple Worksheets

### Module 9. Using Paste Special

- Working with Paste Special
- Copying Values between Worksheets
- Copying Formulas between Worksheets
- Performing Mathematical Operations
- Labs - Using Paste Special

### Module 10. Using Other Functions

- Using Function Arguments
- Using Financial Functions

# MOS Excel 2003

- Using Logical Functions
- Using Date Functions
- Formatting Dates
- Revising Formulas
- Labs - Using Other Functions
- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats
- Labs - Managing Data

## Module 11. Creating Charts

- Using Charts
- Creating Charts with the Chart Wizard
- Moving and Resizing Charts
- Identifying Chart Objects
- Changing the Chart Type
- Changing the Chart Type and Subtype
- Changing the Plot Direction
- Removing/Adding a Legend
- Moving the Legend
- Charting Nonadjacent Ranges
- Changing the Chart Range
- Changing the Data Source
- Changing the Chart Location
- Printing a Chart
- Labs - Creating Charts

## Module 12. Formatting Charts

- Formatting Charts
- Adding Chart Titles
- Formatting Chart Objects
- Changing the Text Orientation
- Adding a Data Table
- Creating an Exploded Pie Chart
- Adjusting the 3D View
- Deleting a Chart
- Labs - Formatting Charts

## Module 13. Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Labs - Using AutoFilter

## Module 14. Managing Data

- Sorting Lists

## Module 15. Using HTML Files

- Previewing a Web Page
- Creating a Hyperlink
- Editing a Hyperlink
- Saving a Worksheet as a Web Page
- Using Publishing Options
- Opening an HTML File
- Labs - Using HTML Files

## Module 16. Working with Comments

- Creating Comments
- Viewing a Comment
- Using the Reviewing Toolbar
- Printing Comments
- Responding to Discussion Comments
- Labs - Working with Comments

## Module 17. Using Page Setup

- Setting Margin and Centering Options
- Changing the Page Orientation
- Creating Headers and Footers
- Customizing Headers and Footers
- Changing Print Gridlines
- Repeating Row and Column Labels
- Scaling a Worksheet
- Using Page Break Preview
- Setting/Removing a Print Area
- Labs - Using Page Setup

## Module 18. Printing

- Previewing a Worksheet
- Printing the Current Worksheet
- Printing a Selected Range
- Printing Multiple Copies
- Printing a Page Range
- Labs - Printing