

## Excel 2003 - Basics

### What this course has to offer?

You will learn how to use basic functions of Excel 2003 in connection with creating and editing tables. Your calculations will include relative and absolute cell references. Furthermore you will get to know a selection of other important mathematical, financial and time functions provided by Excel.

### What are the course requirements ?

Being acquainted with using the mouse and keyboard.

**Number of lessons: 109**

**Processing time approximately 7 hours**

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### The learning content in overview:

#### Chapter 1: What is Excel?

What is the Structure of a Spreadsheet in Excel?  
What is the Meaning of Spreadsheet Calculation with Excel?

#### Chapter 2: The work area

Starting and exiting Excel  
The Excel application window  
Using the menus  
Working with windows  
The scroll bars  
Basic program settings

#### Chapter 3: Basic worksheet operations

Moving around the Worksheet  
Entering data  
Editing and deleting cell contents  
Changing column width or row Height  
Selecting cells with the mouse  
Selecting cells with the keyboard  
Undoing commands

#### Chapter 4: Printing workbooks

The table is larger than the paper size  
Saving workbooks  
Saving workbooks with new name at different location  
Creating workbooks  
Opening workbooks  
Switching between open workbooks

#### Chapter 5: Working with formulas

Structure of formulas and entering formulas  
The SUM Function  
Entering cell references within a formula by pointing  
Editing formulas

#### Chapter 6: Using Excel Help

Quick way to get help on using the program  
Working with Excel Help  
Using other Help features

#### Chapter 7: The basics of cell formatting

Fonts and text attributes  
Applying further font attributes  
Aligning cell contents  
Other cell alignment options  
Merging cells  
Automatic and manual line breaks  
Drawing borders and lines  
Applying background colors  
Formatting numbers  
Assigning AutoFormats

#### Chapter 8: Filling, moving and copying

Repetition and automatic completion  
Copying and moving with drag and drop  
Using the Office Clipboard  
Using the Fill function  
Creating custom lists  
Relative cell references  
Absolute cell references

#### Chapter 9: Editing the worksheet structure

Hiding and displaying columns and rows  
Inserting and deleting columns and rows  
Inserting or deleting cells

#### Chapter 10: Working with functions

Structure and entering of functions  
A selection of simple functions  
Entering simple functions with the AutoSum button  
Quickly calculating cell ranges in the status bar  
The ROUND function  
Using the Function Wizard  
Nested functions  
Errors in formulas  
Possible error values  
Formula Auditing

#### Chapter 11: The benefits of using names

Assigning names  
Using names in formulas  
Useful features of names

#### Chapter 12: More functions

The structure of the IF function  
Using the IF function  
Nested IF functions  
Combining conditions  
The VLOOKUP function  
The HLOOKUP function  
The structure of the PMT function  
Using the PMT function  
Using mathematical and statistical functions

#### Chapter 13: Working with dates and times

Entering date and time  
Formatting date and time  
Basics of Excel time calculations  
Performing simple calculations with time values  
Working with date and time functions  
Practical applications

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Excel 2003 Grundlagen'.

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