



## Excel 2003: Basic

Topic-Level Outline

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### **Days: 1**

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

#### Unit 1: Getting started

Topic A: Spreadsheet terminology

Topic B: Exploring the Excel window

Topic C: Getting help

Topic D: Opening and navigating workbooks

Topic E: Closing workbooks

#### Unit 2: Entering and editing data

Topic A: Creating workbooks

Topic B: Entering and editing labels and values

Topic C: Entering and editing formulas

Topic D: Saving and updating workbooks

#### Unit 3: Modifying a worksheet

Topic A: Moving and copying data

Topic B: Moving and copying formulas

Topic C: Using absolute references

Topic D: Inserting and deleting ranges

#### Unit 4: Using functions

Topic A: Entering functions

Topic B: Using AutoSum

Topic C: Using AVERAGE, MIN, and MAX

#### Unit 5: Formatting worksheets

Topic A: Formatting text

Topic B: Formatting rows and columns

Topic C: Number formatting

Topic D: Using Format Painter and AutoFormat

Unit 6: Printing

Topic A: Preparing to print

Topic B: Page Setup options

Topic C: Printing worksheets

Unit 7: Creating charts

Topic A: Chart basics

Topic B: Modifying charts

Topic C: Printing charts

Unit 8: Web features

Topic A: Saving workbooks as Web pages

Topic B: Hyperlinks

Topic C: Sending workbooks via e-mail

Appendix A: Instant messaging

Topic A: Instant messages

Appendix B: Alternative user input

Topic A: Speech recognition

Topic B: Handwriting recognition

Appendix C: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives