



CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

MICROSOFT® EXCEL® 2003 - BEGINNING LEVEL

Course Description:

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office® Excel® 2003 to manage, edit, and print data.

Who Should Take This Course:

This course is designed for persons who desire to gain the skills necessary to create, edit, format, and print basic Microsoft® Excel® 2003 worksheets.

Achieved Results:

You will create and edit basic Microsoft® Office® Excel® 2003 worksheets and workbooks.

Course Outline:

- Getting Started with Excel®
- Modifying Data in a worksheet
- Performing Calculations
- Format a Worksheet Cells and Columns
- Copying and Arranging Workbook Tabs
- Create a Header, Footer, Page Margins and Print
- Splitting, Arranging and Freezing Worksheets