



**THE
ENTERPRISE
CENTRE**

**Excel 2003
Introduction
ENT1508**

2 Days

Workshop Goal

This **two-day hands-on** workshop will introduce methods of data entry, basic formatting, filing, printing, and managing **Excel** workbooks. Procedures of formula and function creation and commands for creating the design and layout of worksheets will be touched upon but are otherwise the focus of the Introduction 2 workshop.

Topic Outline

Exploring Excel
Getting Help
Using Basic Workbook Skills
Printing
Working with Ranges
Creating Simple Formulas
Copying and Moving Data
Using Page Setup
Formatting Numbers
Formatting Text
Formatting Cells
Managing Data
Using Automatic Formatting and Styles

Recommended Prior Learning

Completion of the **Windows Introduction** workshop or equivalent knowledge.