

Windows & Macintosh training for:

Adobe

Photoshop
Photoshop Elements
InDesign
Illustrator
Acrobat
PageMaker
Dreamweaver
Flash
Fireworks
FreeHand

Apple

Mail
iCal
iMovie
iPhoto
iLife
iWork
Pages
KeyNotes
FileMaker Pro
QuickTime Pro
Appleworks

Microsoft

Word
Excel
Powerpoint
Outlook
Visio
Publisher
FrontPage
MovieMaker

Graphics

CorelDraw
CorelPhotoPaint
Corel PaintShop Pro
Scanning
Digital Cameras

Desktop Publishing

QuarkXPress
Desktop Design

Web Design

Mozilla Composer
Writing HTML

Video Editing

iMovie
QuickTime Pro
Windows MovieMaker

Internet & Email

Operating Systems

Windows
Macintosh



Introduction to Microsoft Excel 2003



Tutor: Margaret Marsh

Contents:

<i>Introduction.....</i>	<i>1</i>
<i>About Workbook and Spreadsheets.....</i>	<i>1</i>
<i>Creating a New Workbook.....</i>	<i>1</i>
<i>The Excel Screen.....</i>	<i>2</i>
<i>Sheet Tabs.....</i>	<i>2</i>
<i>Moving Around the Sheet.....</i>	<i>2</i>
<i>Selecting Cells.....</i>	<i>3</i>
<i>Insert Blank Cells, Rows or Columns.....</i>	<i>4</i>
<i>Designing a Spreadsheet.....</i>	<i>5</i>
<i>Entering Row & Column Titles.....</i>	<i>6</i>
<i>Entering Numbers and Percentages.....</i>	<i>6</i>
<i>Entering Formulas.....</i>	<i>7</i>
<i>Using AutoFill.....</i>	<i>7</i>
<i>Using Function Word Formulas.....</i>	<i>8</i>
<i>Using AutoSum and Paste Function.....</i>	<i>8</i>
<i>Formatting Spreadsheets.....</i>	<i>9</i>
<i>Using AutoFormat.....</i>	<i>12</i>
<i>Printing & Print Preview.....</i>	<i>13</i>
<i>Working with Charts and Graphs.....</i>	<i>14</i>
<i>Formatting the Chart.....</i>	<i>15</i>
<i>Understanding How Excel Graphs.....</i>	<i>16</i>