

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Microsoft Excel

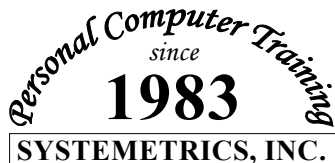
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and using a mouse.

**Environment:** Microsoft Windows

**Version(s):** All through Excel 2003.  
Taught using Excel 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Excel.



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**Who Should Take This Seminar:** *Introduction to Microsoft Excel* is designed to acquaint students with Microsoft's popular electronic spreadsheet. No previous spreadsheet knowledge is necessary. Upon completion of this seminar the student will be able to create and edit spreadsheets incorporating numeric, text and formula entries, adjust the appearance of the spreadsheet, chart spreadsheet data, and print the spreadsheet and/or chart. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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- I. Definition And Use Of An Electronic Spreadsheet**
- II. Excel Basics**
  - A. Understanding the parts of the Excel screen
  - B. Understanding an Excel workbook
  - C. Moving around on the spreadsheet
  - D. Making entries into the spreadsheet (numbers, text, and formulas)
  - E. Changing and editing entries
  - F. Using function keys (HELP, EDIT, GOTO, etc.)
- III. Creating An Excel Spreadsheet**
  - A. Setting up the spreadsheet
  - B. Modifying the display of information
  - C. Adjusting column widths
  - D. Aligning content in cells
  - E. Using number formats (currency, commas, percentages, etc.)
  - F. Building formulas
  - G. Copying formulas, numbers, and text
  - H. Working with range names
  - I. Saving and opening spreadsheets
  - J. Enhancing the appearance of the spreadsheet
- IV. Making The Spreadsheet Work Harder And Faster**
  - A. Using the "Autos": AutoCorrect, AutoComplete, AutoFill, AutoCalculate, AutoSum
  - B. Copying groups of formulas, numbers, and text
  - C. Using relative versus absolute cell addressing
  - D. Naming areas of the spreadsheet
  - E. Using multiple sheets to organize information
- V. Creating Excel Charts And Graphs**
  - A. Using the Chart Wizard
  - B. Modifying a chart in Edit mode
- VI. Printing With Excel**