

Centre for Continuing Education

Microsoft Excel 2003 – introduction

Gwyneth Grocott

General Course Information

- General Description:** The skills and knowledge covered in this course are sufficient for real-world applications such as budgeting, analysing sales, producing reports, creating charts and graphs, and managing small lists.
- Learning Outcomes:** At the completion of this courseware participants will be able to:
- understand the origins of and basic uses for spreadsheets
 - start Microsoft Excel, navigate workbooks, and exit correctly
 - create, modify, save, and close a simple workbook
 - select ranges of cells in a workbook
 - create formulas that perform calculations in a workbook
 - copy and fill data in a workbook
 - create and work with functions in a workbook
 - print data in a workbook
 - create a variety of charts (graphs) in Excel
 - get help in using Excel 2003.
- Target Audience:** This course is primarily designed for people who need to know how to use Microsoft Excel 2003. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, budgets, lists, and the like.
- Prerequisites:** This course assumes no prior knowledge of Microsoft Excel 2003 or creating electronic worksheets and workbooks. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
- Methodology:** A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
- Course Material & Lunch:** A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in the Fulton Muir Building) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking.

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