

Microsoft Excel 2003: Level 1

Microsoft Excel 2003: Level 1 provides the basic skills needed to work with an Excel spreadsheet. The procedures you will learn include creating and modifying worksheets, performing calculations, customizing layout, and printing.

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| Price | \$52 Nonmembers / \$39 Members |
| Course Credits | N/A |
| Prerequisites | None |
| Required Software | Internet Explorer 6.0 or higher |
| Required Hardware | Computer with sound capability |

Additional Notes

Please note: This course includes narration that will require a computer with sound capabilities. While there is captioning available, you will get much more out of these courses if you have a computer with sound capabilities.

Learning Objectives

This course covers the following topics:

- Getting started with Excel
- Modifying a worksheet
- Performing calculations
- Formatting a worksheet
- Developing a workbook
- Printing
- Customizing layout