

MS Excel 2003 Level 1 (English)

Course Overview

In this course, you will learn how to create a table utilizing basic technique of Excel. You will be able to use Excel more efficiently through this hands-on training.

Course Objectives

- Create a table
- Modify a table
- Understand basic skills of formula and function
- Printout a worksheet

	AM	PM
1st day	1. Getting Started with Excel 2. Modify an existing worksheet	3. Create a new worksheet Exercise
2nd day	Review from 1 st day class 4. Modify a worksheet 5. Prepare for a printout Exercise	6. Utilize basic functions Exercise etc.