



Software Learning Centers

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Commission for  
**Independent Education**

Florida Department of Education

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## **Microsoft® Office Excel 2003: Level 1**

### **Course Specifications**

Course number: 084260

Software: Microsoft® Office Excel 2003

Course length: 1.0 day(s)

Certification: Microsoft® Office Specialist: Excel 2003

### **Course Description**

You have basic computer skills such as using a mouse, navigating through windows, and surfing the Internet. You have also used paper-based systems to store data that you run calculations on. You now want to migrate that data to an electronic format. In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

**Course Objective:** You will create and edit basic Microsoft® Office Excel 2003 worksheets and workbooks.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- create a basic worksheet.
- modify a worksheet.
- perform calculations.
- format a worksheet.
- develop a workbook.
- print the contents of a workbook.
- customize the layout of the Excel window.

### **Course Content**

#### **Lesson 1: Getting Started with Excel**

Topic 1A: An Overview of Excel

Topic 1B: Navigate in Excel

Topic 1C: Select Data

Topic 1D: Enter Data

Topic 1E: Save a Workbook

Topic 1F: Obtain Help

#### **Lesson 2: Modifying a Worksheet**

Topic 2A: Move and Copy Data Between Cells

Topic 2B: Fill Cells with Series of Data

Topic 2C: Edit Cell Data

Topic 2D: Insert and Delete Cells, Columns, and Rows

Topic 2E: Find, Replace, and Go To Cell Data

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Topic 2F: Spell Check a Worksheet

**Lesson 3: Performing Calculations**

Topic 3A: Create Basic Formulas

Topic 3B: Calculate with Functions

Topic 3C: Copy Formulas and Functions

Topic 3D: Create an Absolute Reference

**Lesson 4: Formatting a Worksheet**

Topic 4A: Change Font Size and Type

Topic 4B: Add Borders and Color to Cells

Topic 4C: Change Column Width and Row Height

Topic 4D: Merge Cells

Topic 4E: Apply Number Formats

Topic 4F: Create a Custom Number Format

Topic 4G: Align Cell Contents

Topic 4H: Find and Replace Formats

Topic 4I: Apply an AutoFormat

Topic 4J: Apply Styles

**Lesson 5: Developing a Workbook**

Topic 5A: Format Worksheet Tabs

Topic 5B: Reposition Worksheets in a Workbook

Topic 5C: Insert and Delete Worksheets

Topic 5D: Copy and Paste Worksheets

Topic 5E: Copy a Workbook

**Lesson 6: Printing Workbook Contents**

Topic 6A: Set a Print Title

Topic 6B: Create a Header and a Footer

Topic 6C: Set Page Margins

Topic 6D: Change Page Orientation

Topic 6E: Insert and Remove Page Breaks

Topic 6F: Print a Range

**Lesson 7: Customizing Layout**

Topic 7A: Split a Worksheet

Topic 7B: Arrange Worksheets

Topic 7C: Freeze and Unfreeze Rows and Columns

Topic 7D: Hide and Unhide Worksheets

**Appendix A: Microsoft Office Specialist Program**

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