



Microsoft Office Specialist Excel 2003 Core

Course Objective

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using Excel 2003 effectively

Prerequisite:

Working knowledge on computing

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

Key terms and conditions to enjoy SDF / SRP assistance: *

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

*Please visit www.sdf.gov.sg or www.srp.org.sg for full terms and conditions

Training Duration:

Total Training Hours : 32 hours
Full-Time : 9am to 6pm (4 days)
Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

Course Training Fee :

Course Fee : \$478 without SDF ; S\$254 after SDF
Registration Fee : \$25
SRP gant available.
Contact us for more details.

DETAILED COURSE OUTLINE

1. Introduction

- 1.1.1. What is an Electronic Spreadsheet?
- 1.1.2. What is Excel?
- 1.2. Looking at the Excel Screen
 - 1.2.1. Understanding Basic Terminology
 - 1.2.2. Mouse Symbols
 - 1.2.3. Using the Excel Menu
 - 1.2.4. Moving Around Dialog Boxes
 - 1.2.5. Using the Excel Toolbars
 - 1.2.6. Identifying Screen Symbols
 - 1.2.7. Using Task Panes
- 1.3. Handling Files
 - 1.3.1. Creating a New Blank Workbook
 - 1.3.2. Creating a New Workbook from a Template
 - 1.3.3. Opening Workbooks
 - 1.3.4. Closing a Workbook
 - 1.3.5. Saving Workbooks
 - 1.3.6. Creating and Renaming Folders
- 1.4. Entering Data in the Worksheet
 - 1.4.1. Types of Data
 - 1.4.2. Entering Text
 - 1.4.3. Entering Numbers
 - 1.4.4. Entering Dates and Times
 - 1.4.5. Inserting Symbols and Special Characters
 - 1.4.6. Moving Around the Worksheet

2. Using the Worksheet

- 2.1. Selecting Cells
- 2.2. Editing Cells and Undoing Changes
- 2.3. Copying and Moving Data
 - 2.3.1. Cutting, Copying and Pasting Data
 - 2.3.2. Using the Clipboard
 - 2.3.3. Copying and Moving Cells Using The Mouse
- 2.4. Adjusting the Columns or Rows
 - 2.4.1. Changing the Column Widths
 - 2.4.2. Using AutoFit
 - 2.4.3. Adjusting the Row Height
- 2.5. Inserting and Deleting Rows and Columns
 - 2.5.1. Inserting Rows and Columns
 - 2.5.2. Deleting Rows and Columns
 - 2.5.3. Inserting and Deleting Cells

DETAILED COURSE OUTLINE**3. Formulas & Common Functions**

- 3.1. Creating and Editing Simple Formulas
- 3.2. Using Common Functions With Cell Ranges
- 3.3. Using Absolute & Relative Cell References
- 3.4. Managing Worksheets
 - 3.4.1. Renaming Worksheets
 - 3.4.2. Inserting or Deleting Worksheets
 - 3.4.3. Moving or Copying Worksheets

4. Formatting Worksheets

- 4.1. Formatting a Cell
 - 4.1.1. Formatting Numbers and Decimal Digits
 - 4.1.2. Changing Cell Alignment
 - 4.1.3. Fonts and Sizes
 - 4.1.4. Cell Borders
 - 4.1.5. Colors and Patterns
- 4.2. Clearing Cell Contents and Formatting
- 4.3. Using AutoFormat
- 4.4. Formatting Worksheets
 - 4.4.1. Adding Color to the Worksheet Tabs
 - 4.4.2. Changing the Worksheet Background.

5. Looking at Windows & Printing

- 5.1. Print Previewing the Worksheet
- 5.2. Adding and Previewing Page Breaks
- 5.3. Customizing the Printout
 - 5.3.1. Page Settings
 - 5.3.2. Page Margins Tab
 - 5.3.3. Header and Footer Tab
 - 5.3.4. Sheet Tab
- 5.4. Printing the Worksheet
- 5.5. Using Window Panes
 - 5.5.1. Creating and Arranging Window Panes.
 - 5.5.2. Splitting Panes
 - 5.5.3. Freezing Panes

6. Working with Charts

- 6.1. Creating a Basic Chart
- 6.2. Selecting Chart Types
- 6.3. Working with Pie Charts
- 6.4. Printing Charts
- 6.5. Adding New Data

7. Working with Functions

- 7.1. What are Functions?
 - 7.1.1. Using the Correct Syntax for Functions
 - 7.1.2. Inserting Functions
- 7.2. Using Math and Trigonometric Functions
- 7.3. Using Statistical Functions
- 7.4. Working with Financial Functions
- 7.5. Using Logical Functions
- 7.6. Using Date and Time Functions
- 7.7. Using Text Functions
- 7.8. Using Information Functions

8. Customized Formatting & Drawing Tools

- 8.1. Aligning the Cell Contents
- 8.2. Using the Format Painter
- 8.3. Hiding/Unhiding Data
 - 8.3.1. Hiding/Unhiding Rows & Columns
 - 8.3.2. Hiding/Unhiding Worksheets
- 8.4. Using Comments
- 8.5. Using Styles
- 8.6. Drawing Objects
 - 8.6.1. Drawing Shapes
 - Drawing AutoShapes
 - 8.6.2. Moving and Resizing Shapes
 - 8.6.3. Using WordArt
 - 8.6.4. Using Clip Art

9. Using Internet & Data Tools

- 9.1. Using Hyperlinks
 - 9.1.1. Inserting Hyperlinks
 - 9.1.2. Modifying and Deleting Hyperlinks
- 9.2. Publishing Worksheets to the Internet
 - 9.2.1. Previewing Web Pages
 - Saving Worksheets as HTML
 - 9.2.2. Saving Range of Cells as HTML
- 9.3. Using AutoFill
- 9.4. Finding and Replacing Data
 - 9.4.1. Finding Data
 - Replacing Data
 - 9.4.2. Finding and Replacing Formatting
 - 9.4.3. Go To Special
- 9.5. Using Paste Special
- 9.6. Sorting Data
- 9.7. Using the AutoFilter
- 9.8. Exporting Data as a Text File
- 9.9. Using the Research Tool
 - 9.9.1. Setting Up Research Services
 - 9.9.2. Using Research Services
- 9.10. Changing Excel Options