



COMPUTER TRAINING NETWORK

Excel 2003 Basics

COURSE DESCRIPTION: This course teaches the basic functions and features of Excel 2003. Students will learn how to enter and edit data, labels, and formulas, work with functions, format cells, print worksheets, create charts, and save a workbook as a Web page. This course is approved courseware for Microsoft Office Specialist certification.

COURSE LENGTH: 7 hours

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- Topic B: Exploring the Excel window
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- Topic C: Entering and editing formulas
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Unit 4: Using functions

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Unit 8: Web features

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Topic B: Hyperlinks

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Topic A: Instant messages

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