

Training Course Information

Course Name: Excel 2003 Basics 2

Course Overview: Learn more basics of Microsoft Excel 2003. Learn how to review Excel documents with comments and the reviewing toolbar, add charts to enhance a document or report, and more.

Topics Include:

- Toolbars
- Working with Rows
- Charts & Graphs
- Formulas (min, max, product, rounding, odd, even)
- Conditional Formatting
- Comments
- Reviewing

Pre-Requisites: Excel 2003 Basics or equivalent knowledge

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.