



Microsoft Excel Level 1

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	FEE:		\$250.00 + GST

COURSE INFORMATION

PREREQUISITES:

Basic keyboard and mouse skills are required. Users should be familiar with using programs in a Windows environment.

COURSE DESCRIPTION:

An introductory course designed to teach the student the basic commands, functions, and capabilities of Microsoft Excel.

COURSE GOALS:

Upon completion of this course students will be able to:

- Start and run Microsoft Excel 2003
- Use a mouse to select from menus, toolbars, prompts and screens
- Create and use worksheets and charts
- Enter, edit and format information on the worksheet
- Enhance worksheets with fonts and borders
- Design and build sample worksheets
- Freeze titles on large worksheets
- View different parts of a worksheet simultaneously
- View several worksheets at a time
- Set up the printer
- Print worksheets
- Exit and save work sessions

MAJOR COURSE OBJECTIVES:

The objective of this course is to introduce the student to the basic commands, functions and capabilities of Microsoft Excel 2003.

COURSE FORMAT:

Lecture, demonstration, lab time

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class assignments

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual and data files are provided

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A