

# EXCEL

## Using the Text Book Learning Microsoft Office Excel 2003

Key each of the following and create a section for them and place them in your Company Portfolio. Attach a cover sheet and hand in the material for each project.

LEVEL – 1	LEVEL – 2
<b>Lesson 1</b> <b>Excel 2003 Basics</b> Exercises 1 – 5, pp. 2 – 32 Nothing to print	<b>Lesson 5</b> <b>Print a Worksheet</b> Exercises 23 – 26, pp. 126 – 142 Hand in all exercises except 25
<b>Lesson 2</b> <b>Enter Data, Save, and Open Workbooks</b> Exercises 6 – 10, pp. 34 – 62 Hand in all exercises except 6	<b>Lesson 6</b> <b>Edit and Manipulate Worksheets/books</b> Exercises 27 – 35, pp. 144 – 178 Hand in all exercises
<b>Lesson 3</b> <b>Use Formulas and Functions</b> Exercises 11 – 16, pp. 64 – 92 Hand in all exercises	<b>Lesson 7</b> <b>Modify the Appearance of a Worksheet</b> Exercises 36 – 42, pp. 180 – 212 Hand in all exercises
<b>Lesson 4</b> <b>Perform Other Common Tasks</b> Exercises 17 – 22, pp. 94 – 124 Hand in all exercises	

- **UPON COMPLETION OF LESSONS IN EACH LEVEL – SHOW THE INSTRUCTOR ALL WORK TO GET CREDIT FOR THE LEVEL**

**\*\* After a Level is turned in, the instructor will check a couple exercises on your computer to ensure that formulas have been used where they are supposed to. If not, that exercise's grade will be reduced by 5 points.**

**Put a header on each document.** Include your name, filename and date. For example:

Paul Sadler  
14Transfers – 12/14/04

**Spell check and proofread all documents.** You and only you are responsible for the accuracy of your documents.

**Print preview** your documents before you send them to the printer.

**Print only ONCE!**

**Three hole punch** your documents and put them in your company portfolio.

**Save your documents** to your Company folder on the H: drive

*PRINT LANDSCAPE & FIT ON 1 PAGE  
(any time the spreadsheet is wider than long)*