



**Microsoft
Excel XP**

General Introduction

Welcome to your Oxford Open Learning **Microsoft Excel XP** course! This course is designed to introduce you to the key skills in Excel, whether you use the program on its own or as part of the Microsoft Office collection.

Although the course is geared to the XP version of Microsoft's popular program, nearly all of the techniques are relevant to other versions of Excel, e.g. Excel 2000, etc.

Microsoft Office User Specialist (MOUS) Examinations

This course will be of practical benefit to anyone who has to use Excel (or indeed any good word-processing program) on a regular basis but it is also designed to prepare students for Microsoft Office User Specialist (MOUS) examinations. The Microsoft Excel XP exam can be taken all over the world and it is a hands-on simulation designed to show that you possess the necessary skills in Excel.

When you complete the OOL course, you will be in a position to take and pass this exam. If you do so you will gain a certificate (Microsoft Office User Specialist: Microsoft Excel XP) which is recognised the world over. You would be well advised to visit the MOUS website and obtain an up-to-date copy of the exam requirements as well as details of where and how to take the examination.

Please also note that this course goes a little beyond the requirements of the MOUS syllabus in certain areas but it does *not* cover *all* the skills that are possible in Excel. This course does not cover all the requirements of the MOUS Expert exam which is designed for specialist users of Excel.



Contents of the Course

The course is divided into 15 separate lessons, as follows:

1. Introduction to Microsoft Excel XP
2. Starting Microsoft Excel XP
3. Entering and Editing Cell Information
4. Organising your Workbooks
5. Screen Display Options
6. Editing Worksheet Columns and Rows
7. Moving, Copying and Pasting Cell Information
8. Entering Formulae
9. Changing the Format of Cells
10. Managing Worksheets
11. Creating Charts and Objects
12. Sorting Cell Information
13. Printing Workbooks
14. MS-Excel XP Final Revision Exercise

How to Proceed

The lessons vary in length but most are designed to be covered in a single sitting. Depending on your experience of the Windows operating environment, other Microsoft Office applications and spreadsheets, you may find that the early lessons cover topics which are already second nature to you. If so, please go on to the more advanced lessons later in the course.

The first page of each lesson states the aims of the lesson and places it within the context of the course as a whole. The Aims section looks like this:

Aims

The aims of this Introduction are to enable you to:

- understand how to proceed with the course

The Context links each lesson with the rest of the course:

Context

You should keep this Introduction close to hand as you work through the course.



Each lesson introduces you to the topic at hand very carefully and tries to explain why particular skills are needed, what benefits there are, etc. The aim is that you should *understand*, not simply be able to follow a series of numbered steps - although those are given as well!

Wherever possible, the description of each technique is enhanced by a **screen shot** or two. A screen shot is a picture of what you should actually see on the screen at an intermediate stage in your work. This will enable you to work out exactly where you are going wrong (if you do) and look at the previous stage more carefully.

At the end of the lesson, there is normally a **quick quiz** which is a series of simple questions covering the content of the lesson. You can answer them out loud or jot the answers down in your notebook for future reference. If there are any that you find hard, it is a sure sign that you should go back over the content of the lesson.

Finally, most lessons conclude with one or more **revision exercises** and/or a **Tutor-marked Assignment**. These are practical exercises which ask you to go through a series of instructions on screen, preparing or editing a document. This practice will certainly help you if you go on to take the MOUS examination.

Answers to revision exercises are to be found on an accompanying CD-ROM. As soon as you have finished the exercise, open the corresponding file in the CD-ROM's Excel folder and compare your work with the model answer given. Answers to the TMAs are not to be found on the CD-ROM but will be available to you after you have submitted your assignment for marking.

Publishing Note

This course was originally written by L. de Meyer for Crux Books of Midrand, South Africa, and copyright resides with Crux Books. New sections for the MOUS exam have been developed by Oxford Open Learning. Sections may only be reproduced by prior permission from both Crux and OOL.

Good luck with your course!



Other Examinations

MOUS standards are also tested by a number of other examination bodies. You may find it makes more sense to take the test set by a different body.

In particular, this course will prepare you for the **BTEC Intermediate Certificate in IT Desktop Skills**. BTEC is a division of Edexcel, one of the UK's three main examination bodies. To gain a BTEC Certificate, candidates must choose and pass *three* out of these five units:

- Using Word Processing for Business
- Using Spreadsheets for Business
- Using Databases for Business
- Using Presentations and Graphics for Business
- Using E-mail and the Internet for Business

Working through the OOL modules in Word[®], Excel[®] and PowerPoint[®] would give you the necessary skills to gain the Certificate. You can either take three BTEC units or ask for the MOUS (or ECDL) equivalents to be credited instead.

For further information about the BTEC Certificate, write to Edexcel Publications, Adamsway, Mansfield, Notts NG18 4FN or contact Edexcel by e-mail: (enquiries@edexcel.org.uk).

The **European Computer Driving Licence** (ECDL) is another way of having your skills recognised. To gain an ECDL, applicants must pass *one* theoretical and *six* practical tests, as follows:

1. Basic concepts of Information Technology
2. Using the computer and managing files
3. Word Processing
4. Spreadsheets
5. Database
6. Presentation
7. Information and Communication

Again, study of this OOL module will give you the skills to tackle the relevant practical test. You can work your way through the list, registering each success on your European Computer Skills Card (ECSC), recognised around Europe and beyond.

For further information about the ECDL, contact ECDL Foundation, 107, The Windmill, Sir John Rogersons Quay, Dublin 2, Ireland (e-mail: info@ecd.com).