

## Microsoft Excel97

**Course Level** : Introduction

**Course Duration** : 2 days

**Prerequisites** : A working knowledge of Windows95. A knowledge of basic mathematical operations would also be beneficial.



- Entering formulas
  - Formula syntax
  - Using the mouse
  - Using the keyboard
  - Using AutoSum
  - Natural Language
  - AutoCalculate
- Deleting the contents of a cell

### ▼ Course Content

- Course Objectives
- What is a Spreadsheet?
- Using Help
  - Help Contents
  - Answer Wizard
  - Office Assistant
  - Point and Shoot
- The Excel97 for Windows Screen
  - Title Bar
  - Menu Bar
  - Toolbars
  - Scroll Bars
  - Position Indicators
  - Status/Edit line
  - Cells
- Moving around the spreadsheet
- Planning the spreadsheet
  - From conception to completion
- Operating the menu structure
  - What the symbols mean
  - The Toolbars
- Entering Narrative and Data
  - General Format
  - Number
  - Text
- Saving a spreadsheet
  - the Toolbars
  - using shortcut keys
  - the Save dialog box
  - Save and Save As
- Files and filenames
  - valid and invalid characters
  - invalid names
- Undoing actions
  - Multiple Undo
- Copying a cells contents
  - Using the mouse
  - Using the Toolbars
- Cell Referencing
  - Relative
  - Absolute
- Working with ranges
  - Consecutive
  - Non-consecutive
  - Range references
  - Range Finder
- Spell Check
  - AutoCorrect
  - Creating AutoCorrect entries
- Printing a spreadsheet
  - The print dialog box
  - Page Setup
  - Page Break Preview
- Closing a spreadsheet
  - Why close a spreadsheet?
  - Saving a spreadsheet when closing it
- Opening a spreadsheet
  - Recent files list
  - Using the menu structure/SmartIcons
- Selecting Cells
  - Single cell
  - Multiple cells
  - Non consecutive cells
  - using the mouse
  - using the keyboard
- Inserting Rows and Columns
- Deleting Rows and Columns

## Microsoft Excel97

- Formatting cells
    - Numeric
    - Currency
    - Comma
  - Aligning Text
    - Left
    - Centre
    - Right
    - Evenly spaced
    - Merge Cells
    - Indent
    - Rotate
    - Vertical Alignment
  - Changing Column Width
    - Single Column
    - Multiple Columns
  - Setting attributes on the spreadsheet
    - Embolden text
    - Underline text
    - Italicize text
    - The Font
    - The Point Size
    - Borders
    - Shading
    - Colour
  - Using some shortcuts
    - Shortcut menu
    - Shortcuts on screen
  - Using the Format Painter
  - Absolute Cell References
    - When they are needed
    - How to create them
  - Fill by Example
    - Customised Lists
  - Circular References
    - What are they?
    - Why are they there?
    - How to get rid of them
  - Sheet Manipulation
    - Freeze Panes
    - Unfreeze Panes
  - Order of precedence in calculations
  - Statistical functions
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- Creating Graphs
    - Graph Types
    - Selecting the type
    - Selecting data
    - Creating titles
  - Using the Excel97 database
  - Creating the database
    - AutoComplete
    - Pick from List
  - Sorting the database
  - Querying the database
  - The Menu Structure
  - The Toolbars
  - Workshop