

## Microsoft Excel 2002

**Course Level** : Introduction

**Course Duration** : 2 days

**Prerequisites** : A working knowledge of Windows95/98/NT4. A knowledge of basic mathematical operations would also be beneficial.

### ▼ Course Content

- Course Objectives
- What is a Spreadsheet?
- Loading Excel 2002
- Discussing some terminology
  - Choose
  - Dimmed
  - Select
  - Unselect
- The Excel 2000 Screen
  - Title Bar
  - Menu Bar
  - Toolbars
  - Scroll Bars
  - Position Indicators
  - Status/Edit line
  - Cells
- Using Excel Help
  - Help Contents
  - Answer Wizard
  - Office Assistant
  - Point and Shoot Help
- Moving around the spreadsheet
- Operating the menu structure
  - What the symbols mean
  - The Toolbars
  - Expanding Menus
- Planning the spreadsheet
  - From conception to completion
- Entering Narrative and Data
  - General Format
  - Number
  - Text



- Saving a spreadsheet
  - the Toolbars
  - using shortcut keys
  - the Save dialog box
  - Save and Save As
  - The Places bar
  - Save options
- Files and filenames
  - valid and invalid characters
  - invalid names
- Entering formulas
  - Formula syntax
  - Using the mouse
  - Using the keyboard
  - Using AutoSum
  - AutoCalculate
  - Using the Formula Palette
- Deleting the contents of a cell
- Undoing actions
  - Multiple Undo
- Copying a cells contents
  - Using the mouse
  - Using the Toolbars
  - Collect and Paste
- Cell Referencing
  - Relative
- 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/toolbars

## Microsoft Excel 2002

- Selecting Cells
  - Single cell
  - Multiple cells
  - Non consecutive cells
  - using the mouse
  - using the keyboard
- Inserting Rows and Columns
- Deleting Rows and Columns
- 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 AutoFormat
- Using some shortcuts
  - Shortcut menu
  - Shortcuts on screen
- Using the Format Painter
- Fill by Example
  - Customised Lists
  - List AutoFill
- 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
- Creating Graphs
  - Graph Types
  - Selecting the type
  - Selecting data
  - Creating titles
    - Adding the data table
    - Changing the Chart type
    - Changing the appearance of Chart items
- Using the Excel 2000 database
- Creating the database
  - AutoComplete
  - Pick from List
- Sorting the database
- Querying the database
- The Menu Structure
- The Toolbars
- Workshop

