

## Lotus 1-2-3

Course Level : Introduction  
 Course Duration : 2 Days  
 Prerequisites : None required, although basic mathematical skills would be beneficial

### ▼ Course Content

- Course Objectives
- What is a Spreadsheet?
- What is Windows?
- Loading Windows
- A Windows Overview
- Loading Lotus 1-2-3 for Windows
- Discussing some terminology
  - Choose
  - Dimmed
  - Select
  - Unselect
  - Current Cell
- Using Help
  - Help Contents
  - Search for help
- The 1-2-3 for Windows Screen
  - Title Bar
  - Menu Bar
  - SmartIcons
  - 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 SmartIcons Alternative
- Entering Narrative and Data
  - General Format
  - Number
  - Text



### ○ Saving a spreadsheet

- using the menu and mouse
- using the menu and keyboard
- using the SmartIcons
- using shortcut keys
- the Save dialog box
- the differences between Save and Save As

### ○ Files and filenames

- valid and invalid characters
- invalid names

### ○ Entering formulas

- Formula syntax
- Using the mouse
- Using the keyboard
- Using the Sum Values SmartIcon

### ○ Deleting the contents of a cell

### ○ Undoing actions

### ○ Copying a cells contents

- Using the mouse
- Using the SmartIcons

### ○ Cell Referencing

- Relative
- Absolute

### ○ Working with ranges

- Consecutive
- Non-consecutive

### ○ Printing a spreadsheet

- The print dialog box

### ○ Closing a spreadsheet

- Why close a spreadsheet?
- Saving a spreadsheet when closing it

### ○ Opening a spreadsheet

- Recent files list
- Using the menu structure/SmartIcons

### ○ Creating a new spreadsheet

- SmartMasters

## Lotus 1-2-3

- 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
  - Fixed
- Aligning Text
  - Left
  - Centre
  - Right
  - Evenly spaced
  - Across Columns
  - Vertical Alignment
  - Orientation
- 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
  - Screen shortcuts
- Using the Fast Format Feature
- Absolute Cell References
  - When they are needed
  - How to create them
- Naming Cells
- Circular References
  - What are they?
  - Why are they there?
  - How to get rid of them



- Editing a cell
- Order of precedence
- Statistical and date functions
- Creating Graphs
  - Graph Types
  - Selecting the type
  - Selecting data
  - Creating titles
- Using the 1-2-3

database

- Creating the database
- Sorting the database
- Querying the database
- The Menu Structure
- The SmartIcons
- Workshop