

## Lotus 1-2-3

Course Level : Intermediate  
 Course Duration : 2 Days  
 Prerequisites : Attendance on Introduction course or equivalent experience

### ▼ Course Content

- Course Objectives
- Revision Exercise
- Database Statistical Functions
  - @DSUM
  - @DCOUNT
  - @DMAX
  - @DMIN
  - @DAVG
  - @DGET
  - The Syntax
  - Using Criteria
- Database Management
  - Query Tables
  - Set Criteria
  - Choose Fields
  - Creating a database form \*
  - Creating a database report\*
  - Joining Databases
  - Using CrossTabs
  - Using Aggregates
  - Using What-If? Tables
- Logical and Conditional Commands
  - True or False Condition
  - @IF Function
  - #AND#, #OR# Operators
  - @ISERR, @ISNA
- Lookup Functions
  - What is a Lookup?
  - @VLOOKUP
  - @HLOOKUP
- Text functions
  - Concatenation
  - @STRING
  - @FIND
  - @LEFT
  - @RIGHT
  - @MID
  - @LENGTH
  - @LOWER



- @UPPER
- @PROPER
- @VALUE
- Date Functions
  - @DATEINFO
  - @DATEDIF
- Linking Spreadsheets
  - New Worksheets
  - Entering Formulas
  - Sheet Manipulation
  - Perspective View
  - Group Mode

- Using Styles
  - What is a style?
  - Creating a style
  - Using a style
  - Using Fast Format
- Spreadsheet Auditing
- Customising The Toolbars
- Workshop