

Lotus 1-2-3

Course Level	:	Advanced
Course Duration	:	1 day
Prerequisites	:	Attendance on Introduction course or equivalent experience



▼ Course Content

- Course Objectives
- Revision Exercise
- Spreadsheet Auditing
- Customising The Toolbars
- The Solver
 - What is the Solver?
 - Solving a problem
- The Backsolver
- The Version Manager
 - What is the Version Manager?
 - Creating Versions
 - Modifying Versions
 - Version Manager Index
 - Scenarios
 - Creating Reports
- Creating Customised Menus
 - Sub menus
 - Using the ampersand (&)
- Using Macros
 - What is a macro?
 - Recording a macro
 - Editing a macro
 - Running a macro
 - Assigning macros to menus
 - Assigning macros to toolbars
 - Assigning macros to buttons
- Info Components
 - What are Info Components?
 - How are Info Components used?
- Workshop