

Training Course Specification

Course: Microsoft Excel XP 2002 Level 1; Introduction

Duration: One-Day

- COURSE OBJECTIVES:**
- Identify basic worksheet and workbook concepts and terms
 - Enter & edit data
 - Modify the worksheet
 - Use functions to calculate and return values
 - Format cells to enhance the appearance of your worksheet
 - Use drawing features and other enhancements
 - Change the page set-up to define how the printed worksheet appears

WHO SHOULD ATTEND: Microsoft Excel XP combines a powerful spreadsheet application with the user-friendly atmosphere of Windows. Delegates will learn the basics of creating, editing, and saving worksheets in our Essentials level class. They will work with formulas and functions to calculate and return values. Delegates will learn to change the appearance of a page, including adding headers and footers, format data and create charts.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000/ME

COURSE CONTENT

1: EXCEL ESSENTIALS

STARTING EXCEL
WHAT IS A WORKSHEET?
WHAT IS A WORKBOOK?
IDENTIFYING PARTS OF THE SCREEN
THE TASK PANE
IDENTIFYING THE TOOLBARS
GETTING HELP FROM THE OFFICE ASSISTANT
USING SELECTION TECHNIQUES
SELECTING A RANGE OF CELLS
SELECTING NONADJACENT CELLS AND RANGES
SELECTING AN ENTIRE WORKSHEET
ENTERING DATA
ENTERING TEXT DATA INTO A CELL
ENTERING VALUES
ENTERING DATA INTO A RANGE
QUICKLY ADJUSTING A COLUMN WIDTH
FINISHING A WORKBOOK
SAVING A NAMED WORKBOOK
SAVING THE WORKBOOK IN HTML FORMAT
PRINTING A WORKSHEET
CLOSING A WORKBOOK AND EXITING FROM EXCEL

2: FORMATTING TEXT & PRINTING A DOCUMENT

OPENING A WORKBOOK
CREATING A NEW WORKBOOK
OPENING A RECENTLY USED WORKBOOK
CREATING SIMPLE FORMULAS
CREATING A FORMULA BY POINTING
USING FUNCTIONS
USING THE AUTOSUM BUTTON
USING THE FORMULA PALETTE
EDITING DATA ON THE WORKSHEET
EDITING THE DATA IN A CELL
EDITING A FORMULA
CLEARING THE CONTENTS FROM A CELL OR RANGE
USING UNDO AND REDO

3: MANAGING THE WORKSHEET

NAVIGATING IN A WORKSHEET
USING THE SCROLL BARS AND BOXES
CHANGING WORKSHEETS
USING GO TO
CHANGING THE WORKSHEET STRUCTURE
DELETING CELLS, ROWS, AND COLUMNS
PERFORMING A SIMPLE SORT
CREATING AND USING NAMED RANGES
AUTOMATICALLY NAMING RANGES
NAVIGATING WITH NAMED RANGES
USING RANGE NAMES IN FORMULAS
PASTING A LIST OF NAMED RANGES
DELETING AND EDITING RANGE NAMES
CREATING NAMED CONSTANTS

4: FORMATTING THE WORKSHEET

MOVING AND COPYING DATA
COPYING DATA
COPYING DATA WITH AUTOFILL
CREATING A SERIES WITH AUTOFILL
DEFINING RELATIVE, MIXED, AND ABSOLUTE REFERENCES
COPYING FORMULAS
CHANGING THE APPEARANCE OF DATA
CHANGING ROW HEIGHT
APPLYING FONTS
ADDING ENHANCEMENTS
ALIGNING DATA IN CELLS
MERGING AND CENTERING CELLS
ROTATING AND INDENTING TEXT
ADDING BORDERS AND SHADING
USING DRAWING TOOLS
CREATING GRAPHIC OBJECTS
EDITING A GRAPHIC OBJECT
CREATING AND EDITING 3-D OBJECTS
USING OTHER DRAWING TOOL

5: PRINTING THE WORKSHEET/BOOK

PRINTING A SINGLE WORKSHEET
USING PRINT PREVIEW
CREATING HEADERS AND FOOTERS
REMOVING THE GRID
PRINTING A SELECTION
PRINTING A SELECTION
USING PRINT AREAS
USING ADVANCED PRINTING TECHNIQUES
ALIGNING THE PRINTOUT
FITTING A DOCUMENT ONTO A DESIRED NUMBER OF PAGES
WORKING WITH PAGE BREAKS
WORKING WITH PAGE BREAKS IN NORMAL VIEW
SETTING PRINT TITLES
REMOVING PRINT TITLES

APPENDIX A: WHAT'S NEW IN EXCEL XP?

THE OFFICE TASK PANES
SMART TAGS
SMART DATA TAGS
NEW WORKSHEET FEATURES
NEW ARGUMENT AND FUNCTION FEATURES
OTHER NEW FEATURES AND ENHANCEMENTS IN EXCEL 2002

APPENDIX B: WHAT'S NEW IN OFFICE XP?

APPENDIX B; WHAT'S NEW IN OFFICE XP?
NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS
SMART TAGS (WORD)
AUTOCORRECT OPTIONS (WORD)
OFFICE XP CLIPBOARD
OFFICE EMAIL INTRODUCTION
OTHER NEW FEATURES IN OFFICE XP

Related Courses:

Microsoft Excel XP 2002 Level 2, Database Analysis; Microsoft EXcel XP 2002 Level 2, Financial Modelling