

MICROSOFT Excel 2000

Level 1 - Beginning

This class introduces students to the concept of working with spreadsheets. Students will learn the basics about entering text and formulas, formula construction and working with charts.

Upon Completion of this course students will be familiar with and have skill to:

Getting Started

- Understanding Excel
- Examining The Projects
- Examining The Excel Window
- Opening A Workbook

Entering Text And Formulas

- Entering And Editing Data
- Working With Columns And Rows
- Understanding Formulas
- Understanding Functions
- Using Paste Function
- Entering More Formulas

Moving And Copying Data

- Looking At The Office Clipboard
- Cutting, Copying, And Pasting
- Moving Cells
- Using Fills

Exploring Formula Construction

- Understanding Cell References
- Using Relative References
- Using Absolute References
- Using More Functions

Formatting Worksheet Appearance

- Adjusting Rows And Columns
- Formatting Numbers
- Aligning Text
- Formatting Text
- Applying Borders And Shading

Working With Charts

- Understanding Charts
- Creating Charts
- Modifying Charts
- Finishing The Chart

Printing Worksheets

- Understanding Printing
- Adjusting Page Setup
- Setting Up Headers And Footers
- Setting Print Titles And Options
- Setting Print Areas

Application Project

- Corporate Sales Forecast

Using Help Appendix

- Using The Help Window
- Using The Contents Card
- Using The Answer Wizard
- Working With The Index
- Using Context-sensitive Help

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

