

# MICROSOFT Excel 98

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## Macintosh Level 1 - Beginning

By the end of this course, you will be able to: Navigate in the Excel environment, Type and edit text labels and numbers, Create formulas to perform automatic calculations, Copy and move cell contents, Format your worksheets, use page setup, Create charts and Use Excel's help features.

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

### **Creating a Worksheet**

- The Excel Window
- Selecting and Moving
- Typing and Editing
- Using AutoFill
- Saving
- Renaming a Worksheet

### **Using Formulas**

- Using Simple Formulas
- Totaling Rows and Columns
- Copying Cells
- Moving Cells
- Showing Formulas

### **Formatting a Worksheet**

- Font Formatting
- Alignment
- Column Width
- Number Formatting
- Cell Borders
- Patterns

### **Printing Options**

- Page Options
- Margins Options
- Header/Footer Options
- Print Preview
- Sheet Options

### **Charting**

- Creating A Chart
- Making Changes To A Chart
- Charting Non-Contiguous Ranges

### **Help Features**

- Balloon Help
- Office Assistant

