

Microsoft Excel 2002 – Level 1

Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Excel 2002. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally. Upon successful completion of this courseware, you will be able to:

- start and run Microsoft Excel 2002
- use a mouse to select from menus, toolbars, prompts and screens
- create and use worksheets and charts
- enter, edit and format information on the worksheet
- enhance worksheets with fonts and borders
- design and build sample worksheets
- freeze the titles on large worksheets
- view different parts of a worksheet simultaneously
- view several worksheets at one time
- set up the printer
- print worksheets
- exit and save your work session

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Courseware Outline

Introduction

Overview

- What is an Electronic Spreadsheet?
- What is Excel?

Looking at the Excel Screen

- Understanding Basic Terminology
- Mouse Symbols
- Working with the Toolbars
- Working with the Task Pane

Handling Files

- Creating a New Blank Workbook
- Creating a New Workbook from a Template
- Opening Workbooks
- Closing a Workbook
- Saving Workbooks

Entering Data in the Worksheet

- Types of Information
- Entering Text or Labels
- Entering Numbers
- Entering Dates and Times
- Moving Around the Worksheet

Using the Worksheet

Selecting Cells

- Making Changes to the Contents
- Using Undo/Redo

Copying and Moving Data

- Using AutoFill

Adjusting the Columns or Rows

- Changing the Column Widths
- Using AutoFit
- Adjusting the Row Height

Manipulating Rows and Columns

- Inserting Rows and Columns
- Deleting Rows, Columns, and Cells

Managing Worksheets

- Naming Worksheets
- Inserting or Deleting Worksheets
- Copying and Moving Worksheets
- Adding Color to the Worksheet Tabs

Formulas & Functions

Creating Simple Formulas

- Using Common Built-In Functions

Using Absolute & Relative Addresses

Using the Spell Checker

Formatting Worksheets

Formatting a Worksheet

- Formatting Numbers and Decimal Digits
- Changing Cell Alignment
- Fonts and Sizes
- Cell Borders
- Colors and Patterns

AutoFormat

Looking at Windows & Printing

Previewing the Worksheet

Adding Page Breaks

Customizing the Printout

- Page Settings
- Margins Tab
- Header/Footer Tab
- Sheet Tab

Printing the Worksheet

Working with Windows

- Creating New Windows
- Getting Panes
- Freezing Panes

Working with Charts

Understanding Charts

Selecting Chart Types

Printing Charts

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