

Excel 2002: Foundation Elements (1 day)

A course for those who have very little experience of Excel (or none at all). During this course which typically lasts about 1 day you will learn about the basic functions of Excel and how to use them.

Those who have used Excel more often but are self taught may wish to attend this course after discussion with a course tutor about their level of knowledge or after viewing the course objectives. Areas covered include -

Introduction to Microsoft Excel 2002 (xpxf)

Overview: Introducing the package, working with what you can see on the screen and using the toolbars and assistant.

Includes - Working with the Excel window, Using the Formula Bar, Using the Task Pane, Using the New Workbook Pane, Using the Clipboard Pane, Using the Basic Search Pane, Using the Insert Clip Art Pane, Searching for a Clip Art, Customizing the search, Searching using the Clip Organizer, Using the Status Bar, Exiting Excel 2002, Using Toolbars, Showing a Toolbar, Hiding a Toolbar, Moving a Toolbar, Using the Standard Toolbar, Using the Formatting Toolbar, Microsoft Office Assistant, Using Tips of the Day, Displaying the Office Assistant, Displaying Tips, Hiding the Office Assistant, Customizing the Office Assistant

Workbooks and Worksheets (xpxf)

Overview: Working with workbooks, worksheets and cells and moving around a spreadsheet

Includes - Creating a new Workbook, Creating a new Workbook using a template, Opening an existing Workbook, Understanding Workbooks and Worksheets, Minimizing a Workbook, Saving Workbooks, Saving a backup copy, Saving Summary Information, Closing Workbooks, Zooming the Worksheet View, Renaming Worksheets, Changing the Sheet Tab colour, Inserting Worksheets, Reordering Worksheets, Deleting Worksheets, Customizing Worksheet Views, Understanding Cells and Ranges, What is the Active Cell?, Navigating to a specific Cell, Moving around the Worksheet, Moving within a selection, Navigating between Worksheets using the mouse, Moving between Worksheets using the keyboard, Moving from one Workbook to another.

Spreadsheet Data (xpxf)

Overview: Entering data and using some time saving features such as autocorrect and lists.

Includes - Entering text, Entering numbers as numeric values, Entering numbers as text, Entering dates, Entering current date, Entering current time, Customizing the movement of the Active Cell, Entering data into a range of cells, Filling a range of cells with the same data, Using Auto Complete, Using a Pick List, Using AutoCorrect, Viewing items that will be corrected, Adding items to AutoCorrect, Deleting an AutoCorrect item, Using Smart Tags, Turning Smart Tags on, Checking spelling in a Worksheet, Correcting spelling errors

Formatting and Customizing Data (xpxf)

Overview: The basics of selecting items, formatting text and numbers, colours and shading.

Includes - Selecting a Cell, Selecting a Row, Selecting a Column, Selecting a Range, Selecting a non-contiguous Range, Selecting an entire Worksheet, Selecting several Worksheets, Selecting all Worksheets, Changing the Font, Changing the Font size, Changing the Font style, Changing the Underline, Changing the Font effects, Resetting Font formatting, Changing the default Font characteristics of the current Workbook, Changing the default Font in new Workbooks, Formatting numbers using the Formatting Toolbar, Applying the Currency Format, Applying the Percent Format, Applying the Number Format, Applying custom formatting, Setting a fixed decimal places for numeric values, Aligning data horizontally within a cell, Aligning data vertically within a cell, Centring headings over multiple columns, Wrap multiple lines of data in a cell, Indenting data within a cell, Changing the text orientation, Changing the Column width numerically, Changing the Column width visually, Changing Column width to fit data, Setting the default Column widths, Changing the Row height numerically, Changing the Row height visually, Changing the Row height to fit data, Changing the colour of your text, Applying fill colour to cells, Removing fill colour from cells, Applying pattern to cells, Removing pattern from cells, Selecting a Border style, Applying Borders, Removing Borders, Changing the style and colour of Borders

Editing Spreadsheets (xpxf)

Overview: Cutting, copying, pasting, inserting, deleting and using find and replace.

Includes - Cutting data, Copying data, Pasting data, Inserting copied Cells, Copying multiple items to the Office Clipboard, Pasting items from the Office Clipboard, Deleting items from the Office Clipboard, Copying data by dragging and dropping, Copying data over several cells, Copying an object to another Worksheet location, Inserting Rows, Inserting Columns, Inserting Cells, Deleting Rows or Columns, Deleting the contents of a Cell or Range, Deleting data without deleting the cell formatting, Removing cell formatting without deleting the data, Deleting Cells, Deleting Objects, Searching for text or numbers, Replacing text or numbers, Undoing the last action, Undoing multiple actions, Redoing the last Undo, Redoing multiple Undos

Formulas and Functions (xpxf)

Overview: Working with formulas, functions and using named cells and ranges in formulas.

Includes - Understanding a Formula, Using the Formula toolbar, Entering a Formula, Entering a Cell or Range reference, Using relative and absolute Cell references, Editing Formulas, Understanding a Function, Entering Functions, Using the AutoSum Functions, Using the SUM Function, Using the AVERAGE Function, Using the COUNT Function, Using the MAX Function, Using the MIN Function, Choosing names for Cells and Ranges, Naming Cells or Ranges, Navigating Workbooks using Cell or Range names, Creating named Ranges based on Cell values, Deleting named Cells or Ranges, Using named Cells and Ranges in Formulas

Printing (xpxf)

Overview: Adjusting pages, margins, headers/footers and printing spreadsheets

Includes - Changing page orientation, Setting the scale of the page, Setting paper size, Setting print quality, Beginning page numbering with a different number, Changing the Margins, Changing the Header and Footer Margins, Changing the Margins in Print Preview, Centring the data on a page, Using standard Headers and Footers, Creating custom Headers or Footers, Setting the print area using Print Area, Setting the print area using Page Setup, Printing Row or Column titles on every page, Selecting elements to print, Previewing a Worksheet, Setting the order pages are printed, Printing a Workbook