

ON LINE SERVICES

Computer Training & Support

Excel 2000 Introduction

Course Description

Overview: Students will learn basic worksheet skills and how to work with data in worksheets.

Objectives: Upon successful completion of this course, students will be able to:

- * Understand the disadvantages of paper spreadsheets & the advantages of electronic spreadsheets.
- * Create a basic worksheet by entering text, values, and formulas.
- * Create formulas by using Excel's built-in functions.
- * Move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons.
- * Change the appearance of worksheet data by using a variety of formatting techniques.
- * Prepare a document for printing by using the spell checking feature and a variety of printing options.
- * Use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.

Course Outline

Lesson 1: Excel basics

The Excel program
The workbook environment

Lesson 2: Entering data & Navigation

Entering and correcting data
Saving a file
Using formulas
Opening a second file
Navigation and movement techniques

Lesson 3: Modifying a workbook

Working with ranges
Working with functions
Editing cell contents

Lesson 4: Moving and copying data

Inserting rows and ranges
Moving & Copying data
Absolute references
Using the Fill Series feature

Lesson 5: Formatting a worksheet

Formatting a worksheet
Number formats and text alignment
Copying and pasting formats
Special and custom formatting

Lesson 6: Printing a worksheet

Checking spelling
Using the Print Preview command
Printing a large worksheet
Additional print options

Lesson 7: Creating Excel Web pages

Using Excel as a Web tool

Additional information: This course has been designed to help students partially prepare for the *Proficient User* certification of the Microsoft Office User Specialist Certification with Microsoft Excel 2000. To be fully prepared, Excel Intermediate is recommended.

What's next? *Excel 2000 Introduction* is the first course in this series. *Excel 2000 Intermediate* teaches students how to use the charting and list management capabilities in Excel. There is also a third course, *Excel 2000 Advanced*, which discusses advanced features of Excel 2000.