

Introduction to Spreadsheets (Microsoft Excel 2002)

Level 1

Course Information:

1. Excel 2002 Orientation

1. Excel 2002 Overview
2. Starting Excel 2002
3. The Excel 2002 Screen
4. Understanding The Workbook
5. Moving The Cell Pointer
6. Moving About The Workbook
7. Moving To A Specific Cell
8. Getting The Job Done
9. Using The Menu Bar
10. Using Keyboard Shortcuts
11. Using Toolbars
12. Using Context-Sensitive Menus
13. Exiting From Excel 2002

2. A Simple Workbook

1. Creating Workbooks
2. Creating A New Workbook
3. Entering Data Into A Workbook
4. Saving A New Workbook
5. Creating An Input Range
6. Saving An Existing Workbook
7. Adding Totals
8. Essential Formatting
9. Best Fitting A Column
10. Closing A Workbook

3. Working With Workbooks

1. Overview Of Workbooks
2. Opening A Workbook
3. Closing A Workbook
4. Opening Multiple Workbooks
5. Working With Multiple Workbooks
6. Closing Multiple Workbooks
7. Special Techniques For Opening Workbooks

4. Selecting Ranges

1. Overview Of Selecting Ranges
2. Selecting Single Cells
3. Selecting Ranges Using The Mouse
4. Special Selection Techniques

5. Selecting Non-Contiguous Ranges
6. Selecting Large Ranges
7. Range Calculations

5. Copying And Filling

1. Overview Of Copying
2. Using Fill To Copy
3. Copying From One Cell To Another
4. Copying One To Many
5. Copying Many To Many
6. Copying Formulas
7. Copying To A Non-Contiguous Range

6. Formatting A Worksheet

1. Overview Of Formatting A Worksheet
2. Widening Columns
3. Stretching Columns
4. The Power Of Undo
5. Changing Fonts
6. Formatting Numbers
7. Changing Alignments
8. Formatting With The Toolbar

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