

# Introduction to Spreadsheets (Microsoft Excel 2002)

## Level 2

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### Course Information:

#### 1. Creating Formulas

1. Overview Of Formulas
2. How Formulas Work
3. Rules For Formulas
4. Formulas That Multiply
5. Creating Formulas By Pointing
6. Filling Formulas To Adjacent Cells
7. Formulas Of Addition
8. Smarter Additions
9. Formulas That Subtract
10. More Complex Formulas
11. Formulas Of Reference

#### 2. Manipulating Worksheets

1. Overview Of Manipulating Worksheets
2. Moving Cells
3. Moving A Formula
4. Inserting Rows
5. Inserting Cut Cells
6. Deleting And Shifting Cells

#### 3. Working With Functions

1. Overview Of Functions
2. Typing A Sum Function
3. Summing Non-Contiguous Ranges
4. Calculating An Average
5. Extracting Maximum Values
6. Extracting Minimum Values

#### 4. Absolute Referencing

1. Overview Of Absolute Referencing
2. Problems With Referential Formulas
3. Tracing Formula Precedents
4. Creating Absolute References
5. Problems With Partial References
6. Using Partial Absolution

#### 5. Printing

1. Overview Of Printing
2. Print Previewing
3. Simple Printing
4. Previewing Large Tables

5. Changing Page Orientation
6. Scaling To Fit
7. Printing To Multiple Pages

#### 6. Sorting

1. Overview Of Sorting In Excel 2002
2. Performing A Simple Sort
3. Sorting On More Than One Column
4. Sorting Numbers
5. Sorting By Rows

#### 7. Charting

1. Overview Of Charting
2. Creating A Chart Using The Chart Wizard
3. Working With The Chart
4. Printing The Chart
5. Charting Non-Contiguous Data

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