

ExecuTrain Course Outline

Excel 2000 Introduction

S0071v1.0

1 Day

Description

This one-day introductory class covers all the basics of Microsoft Excel 2000. Participants will learn how to enter and edit information in a worksheet; manage and navigate worksheets and workbooks; perform calculations and manipulate worksheet data; format the worksheet contents; and prepare, set up, and print information.

Prerequisites

- Windows 95/98 Introduction or equivalent knowledge

Who Should Take This Course?

New users of Microsoft Excel.

Objectives

- ✓ Enter and edit information in a worksheet and manage workbooks.
- ✓ Navigate worksheets and workbooks.
- ✓ Perform calculations on worksheet data.
- ✓ Manipulate worksheet data.
- ✓ Format the contents of a worksheet.
- ✓ Prepare, set up, and print information.

Outline

Working with Worksheets and Workbooks

- Starting Excel
- Getting Help
- Entering Information
- Editing Information in Cells
- Undoing an Action
- Managing Workbooks
 - Saving, Closing, and Starting Workbooks
 - Starting a New Workbook Using Templates
- Exiting Excel

Managing Worksheets and Workbooks

- Changing the View of Your Workbook
- Navigating a Worksheet
- Managing Multiple Workbooks

Performing Calculations

- Selecting and Naming Ranges
- Using AutoCalculate
- Using Functions and Formulas
- Using AutoSum and AutoFill

Managing Workbook Information

- Managing Information
 - Clearing Information
 - Deleting and Inserting Ranges
- Moving and Copying Information
- Copying Formulas

- Understanding Relative, Absolute, and Mixed Formulas
- Creating Absolute and Mixed References
- Copying Values Only
- Using AutoComplete

Formatting Worksheet Information

- Formatting Numbers and Characters
- Formatting Cells and Ranges
- Merging Cell Information
- Copying and Deleting Formatting

Checking and Printing Information

- Checking Spelling in a Worksheet
- Finding and Replacing Information
- Previewing a Worksheet
- Setting Up the Page
 - Setting the Page Options and Margins
 - Adding Headers and Footers
 - Inserting and Removing a Page Break
 - Setting Worksheet Options
- Printing a Worksheet