

ECDL Spreadsheets with MS Excel 2000 Module 4 A Two Day Course

Course Aims:

This course is designed to prepare students for the ECDL module 4 examination. The course will allow students to create, edit and print spreadsheets in Microsoft Excel 2000. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.

Course Outline:

Getting Started with Excel 2000

- What is a Spreadsheet?; Starting Excel 2000
- Excel 2000 Opening Screen; Title and Menu Bars
- Toolbars; Formula Bar and Name Box
- Scroll Bars; Active Cell, Column and Row Headers
- Sheet Tabs; The Status Bar; Menus and Submenus
- SpeedKeys; Dialogue Boxes; Exiting Excel
- Getting Assistance; Finding Out What is On Screen

Creating Workbooks

- Creating a New Workbook; Moving Around a Sheet
- Selecting Cells with the Mouse and Keyboard
- Data Types; Entering and Editing Data
- Editing Long Entries; Undoing Incorrect Edits
- AutoFill; Custom Lists
- Saving, Closing, Opening and Deleting a Workbook

Entering Basic Calculations

- AutoSum; Entering a Calculation
- Editing Formulae; Statistical Functions
- Using Relative and Absolute Cell Addresses
- Circular References; Error Messages

Formatting the Worksheet

- The Formatting Toolbar; Text Enhancements
- Cell Alignment; Adding Borders and Shading
- Formatting Numbers and Other Values
- Resizing Columns and Rows; Clearing Cells

Structuring the Worksheet

- Using Go To; Cut, Copy and Paste
- Using the Office Clipboard; Drag-and-Drop
- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets
- Setting Up Lists; Sorting Lists
- Finding and Replacing Data; The Spelling Checker

Printing the Worksheet

- Print Preview; Changing the Page Setup; Printing

Working with Multiple Sheets

- Opening a Second Workbook
- Working with Large Sheets; Zoom
- Worksheet Linking; Using Paste Special
- Object Linking and Embedding

Charts and Graphics

- Creating Charts; Printing Charts
- Changing Chart Elements; Using the Drawing Tools
- Inserting WordArt; Inserting Clip Art and Pictures
- Manipulating Objects

Working with Other Applications

- Sharing Workbooks with Other Applications
- Saving a Worksheet as a Web Page
- Web Page Preview
- Creating Hyperlinks
- Inserting Symbols and Special Characters

Target Audience:

Intending, new or recent users of MS Excel 2000 who want to get to grips with the basics of this package in a short space of time.

Assumed Knowledge:

A basic understanding of PCs, familiarity with the layout of a standard keyboard plus knowledge of MS Windows is required, gained either by previous experience or by attendance on a "Using the Computer and Managing Files" course.