

Lotus 1-2-3 Millennium Edition

A Two Day Introduction Training Course

Course Aims:

This intensive course is designed to give an introduction to this powerful integrated product from the Lotus Corporation, which has now been re-architected as a 32-bit spreadsheet. It is entirely 'hands on' and those attending will gain a good basic understanding of how to create and manage spreadsheets, graphics and databases.

Course Outline:

Introduction

- Starting and Ending a 1-2-3 Session
- Menus, Dialogue Boxes and SmartIcons
- Parts of the Screen; Getting Help

Basic Skills

- Moving around the Worksheet
- Selecting Ranges
- Entering Data; Editing Cells
- Delete and Undo; Filling a Range
- Inserting and Deleting Rows and Columns
- Creating a New File
- Saving, Opening and Closing Files

Year 2000 readiness and date interpretation

Formatting

- Changing Column Widths and Row Heights
- Changing Cell Alignment
- Formatting Numbers
- Using Fonts, Attributes, Lines and Colours
- Working with Styles; Cut, Copy and Paste

Formulae

- Simple Calculations
- Automatic Versus Manual Calculation
- Using SmartSum, SmartLabels and SmartFill
- Using the Function Selector
- Statistical Functions
- Relative and Absolute Addressing

Printing

- Print Preview; Printing
- Changing the Page Setup and Printer Setup
- Inserting Page Breaks
- Changing the Printer Setup
- Hiding Columns
- The Print SmartIcon Set

More Functions

- Preventing Rounding Errors
- Displaying an Integer Value
- Conditional Statements
- Multiple IF Statements
- Date Calculations
- The InfoBox

Multiple Spreadsheets

- Creating a New Sheet
- Perspective View
- Selecting Across Worksheets
- Entering Formulae across Sheets
- Group Mode; Fixing Titles

Additional Features

- Spell Check
- Find and Replace
- Naming Ranges
- Protecting Areas of the Worksheet
- Changing the Worksheet View
- Transpose

Charts and Drawing

- Creating a Chart
- Manipulating Charts
- Using the Drawing Tools
- Previewing and Printing Charts

Sorting & Databases

- Database Terms and Rules
- Sort Order/Performing a Sort
- Using 1-2-3 with External Data
- Creating and Managing a Database
- Record Selection Criteria
- Finding Records
- Query Tables

Target Audience:

Intending, new or recent users of Lotus 1-2-3 97 Millennium Edition who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge:

A basic understanding of PC's, Windows 95 / 98 / Windows NT and familiarity with a standard PC keyboard is required as gained from prior attendance on a "MS Windows Introduction" course.