

MS Excel 2000 Introduction

A One-Day Training Course

Course Aims

MS Excel 2000 is the latest version of the popular spreadsheet from Microsoft, designed for the networked office environment. This course is designed to let users get to grips with the main features of Excel and realise the advantages of using a powerful electronic spreadsheet. The course is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets. This Excel 2000 course also instructs users in year 2000 best practice.

Course Outline

MS Excel 2000 Introduction

- What is a Spreadsheet?

Getting Started with Excel 2000

- Starting Excel 2000; Excel 2000 Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- Scroll Bars; Active Cell, Column and Row Headers
- Sheet Tabs; The Status Bar; Menus and Submenus
- SpeedKeys; Dialogue Boxes; Exiting Excel

Getting Assistance with Excel 2000

- Using the Office Assistant
- Getting Help Without the Office Assistant
- Manipulating the Help Window
- Finding Out What is On the Screen

Starting a Workbook

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse
- Selecting Cells with the Keyboard
- Spreadsheet Data Types
- Year 2000 Best Practice
- Entering and Editing Data
- Editing Long Entries
- Undoing Incorrect Edits
- AutoFill; Custom Lists
- Saving, Closing, Opening and Deleting a Workbook

Working with Worksheets and Cells

- Using Go To
- Moving Data with Drag-and-Drop
- Cut, Copy and Paste
- Moving Entries (Cut and Paste)
- Copying Cell Contents (Copy and Paste)
- Using the Office Clipboard
- Using Find and Replace

Entering Basic Calculations

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

Formatting Cells

- The Formatting Toolbar
- Enhancements
- Alignment
- Formatting Numbers
- Resizing Columns and Rows
- Clearing a Worksheet

Structuring the Worksheet

- Inserting and Deleting Rows and Columns
- Inserting and Deleting Worksheets

Printing Worksheets

- Print Preview
- Changing the Page Setup; Printing

Target Audience

New or intending users of MS Excel 2000 who want to gain a good understanding of how to use the software in a short space of time.

Assumed Knowledge

Working knowledge of using PCs, a keyboard and mouse plus Windows 95/98/NT is assumed, gained from the workplace or by prior attendance on a "Windows 95/98/NT User Introduction" course.