

## **MS Excel 97 Introduction**

### **A Two Day Training Course**

#### **Course Aims:**

This intensive course is designed to give an introduction to this powerful integrated spreadsheet product. The course is entirely 'hands on' and those attending will gain a good basic understanding of how to create and manage spreadsheets, graphics and data lists.

#### **Course Outline:**

##### ***Excel Basics***

- What is a Spreadsheet?
- The Power Behind Excel 97
- Starting Excel for Windows 95
- Starting Excel using the Documents Menu
- Excel 97 Opening Screen
- The Title Bar; The Menu Bar; Toolbars
- The Formula Bar; Worksheet Tabs
- The Scroll Bars; The Status Panel; Getting Help
- Using Context Sensitive Help
- The Tip Wizard; Quitting from Excel

##### ***Menus, Function Keys and Dialogue Boxes***

- The Mouse; Selecting the Menus
- SpeedKeys; using Function Keys
- Dialogue Boxes; Essential Skills
- Cursor Movement; Using Go To
- Highlighting Areas of the Worksheet
- Entering Data into an Excel Worksheet
- Editing a Cell Entry
- Deleting a Cell or Range of Cells
- Undoing or Repeating the Last Command
- Drag and Drop; Filling a Range; Custom Lists
- Inserting and Deleting Rows, Columns and Cells
- Creating a New Worksheet; Saving a File
- Using Autosave; Passwords; Closing a File
- Opening an Existing File; Creating a New File
- Viewing a List of Open Files; Toolbar Settings

##### ***Formatting***

- Using the Formatting Toolbar
- Adjusting Column Widths and Row Height
- Changing Cell Alignment
- Centring Across Columns; Formatting Numbers
- Changing Fonts and Attributes

- Borders; Patterns; Using the Shortcut Menu
- Using AutoFormat; Copying Styles
- Default Settings; Using Group Edit
- Cut, Copy and Paste

##### ***Using Formulae***

- Entering Simple Calculations
- Automatic Versus Manual Calculation
- Using AutoSum; Using the Function Wizard
- Statistical Functions
- Relative and Absolute Cell Addressing

##### ***Printing***

- Print Preview; Changing the Page Setup
- Printing; Inserting a Page Break
- Changing the Printer Setup

##### ***More on Functions***

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

##### ***Working with Multiple Worksheets***

- Creating a New Worksheet
- Moving and Copying Sheets
- Selecting Cells across Worksheets
- Entering a Formula Across Worksheets
- Splitting the Worksheet into Panes
- Fixing Worksheet Titles
- Copying and Moving Data between Worksheets
- Saving a Workspace

##### ***Additional Features***

- Spell Check; Find and Replace; Naming Ranges
- Protecting Areas of the Worksheet Using Zoom; Quick Sort

#### **Target Audience:**

Intending, new or recent users of MS Excel 97 who want to gain a good understanding of the software in a short space of time. NB: **This is not a conversion course from Excel 5.0 for Windows.**

#### **Assumed Knowledge:**

A basic understanding of PCs, use of a keyboard and mouse plus knowledge of MS Windows 95 is required, gained either by previous experience or by attendance on a "Windows 95 User Introduction" course.