

MS Excel 97 for Windows Introduction

A Two Day Training Course

Course Aims:

MS Excel 97 is the latest spreadsheet from Microsoft designed specifically for a graphical environment. This course is designed to give you an understanding of some of the major features and functions within Excel and the advantages of using a powerfully integrated spreadsheet running under Windows. The course 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

- What is a Spreadsheet?

Getting Started

- Starting Excel 97
- Excel 97 Opening Screen
- Title, Menu & Toolbars
- Formula Bar & Name Box; Scroll Bars
- Active Cells, Column & Row Headers
- Sheet Tabs; Status Bar; Menus & Sub-menus
- Speedkeys; Dialogue Boxes
- Dialogue Box Elements; Exiting Excel

Getting Assistance

- Using the Office Assistant
- Looking up Information in the Index & Contents
- Manipulating the Help Windows
- Finding out What is on the Screen

Spreadsheet Basics

- Creating a New Workbook
- Moving Around the Sheet
- Scrolling; The Mouse Pointer
- Selecting Cells with the Mouse & the Keyboard
- Using Go To; Spreadsheet Data Types
- Entering & Editing Data; Text Editing
- Undoing Incorrect Edits
- AutoFill; Custom Lists
- Moving Data with Drag & Drop
- Clearing Data from the Sheet
- Saving & Closing a Workbook
- Opening a Workbook; Deleting a Workbook

Entering Basic Calculations

- AutoSum; Entering a Calculation
- Statistical Functions
- Using Relative & Absolute Cell Addresses

- Circular References
- Formatting the Worksheet & Toolbar
- Enhancements; Alignment
- Formatting Numbers
- Resizing Columns & Rows

Structuring the Worksheet

- Cut, Copy & Paste
- Moving Entries (Cut & Paste)
- Copying Cell Contents (Copy & Paste)
- Inserting & Deleting Rows & Columns
- Inserting & Deleting Worksheets

Printing

- Print Preview
- Changing the Page Set up
- Printing

Additional Formatting

- Adding Borders & Shading
- AutoFormats; Copying Formats
- Text Formatting; Indented Lists

Advanced Formula Concepts

- Preventing Rounding Errors
- Conditional Formulae
- Worksheet Linking

Working with Multiple sheets

- Opening a Second Workbook
- Working with Large Sheets

Additional Features

- Protecting the Worksheet
- Using Zoom; AutoCorrect; Spelling Check

Working with Data Lists

- Setting up Lists;

Charts

- Creating & Printing Charts

Target Audience:

Intending, new or recent users of MS Excel 97 Windows who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge:

A working knowledge of PCs, a keyboard and mouse plus Windows is assumed, gained from the workplace or by prior attendance on a "Windows User Introduction" course.

