



Software Learning Centers
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A Division of Moore Solutions inc

Excel 2002 Introduction: Level 1

Course Specifications

Course number: 084200
Software Version Number: 10
Course length: 1 day

Course Description

Overview: Students will create, edit, format and print basic worksheets and charts in Excel.

Prerequisites: Windows 98, NT, 2000 or XP Introduction or equivalent knowledge.

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to use an electronic spreadsheet to create basic worksheets and charts.

Target student: Students who wish to learn the basic features of Excel 2002 and who have worked with personal computers and used Windows to manage information, run programs, and access the Web.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will create a basic worksheet by entering text and values.
- You will work with cells and cell data by using a variety of moving and copying techniques.
- You will perform calculations on data by using functions and formulas.
- You will change the appearance of worksheet data by using a variety of formatting techniques.
- You will use a variety of techniques to manipulate multiple worksheets in a workbook.
- You will create and modify a chart by using various charting techniques.
- You will apply numerous page display settings to prepare a worksheet for printing.

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Course Content

Lesson 1: Getting Started

- Identify What You Can Do with Excel
- Entering and Editing Data in a Worksheet
- Change Text Appearance
- Save a Workbook
- Obtain Help

Lesson 2: Editing Your Worksheet

- Move and Copy Data to Other Cells
- Fill Cells with a Series of Data
- Insert and Delete Rows and Columns
- Undo and Redo an Entry
- Find and Replace Numbers
- Enter and Verify Data in a Range

Lesson 3: Performing Calculations

- Sum a Range of Data
- Use a Built-in Function
- Copy a Formula
- Create an Absolute Reference

Lesson 4: Formatting

- Specify Numeric Format
- Create a Custom Numeric Format
- Change Font Size and Type
- Create and Apply Styles
- Add Borders to Cells
- Find and Replace Formats
- Change Column Width and Row Height
- Align Cell Contents, Merge and Split Cells
- Apply an AutoFormat

Lesson 5: Working with Multiple Worksheets

- Format Worksheet Tabs
- Reposition Worksheets in a Workbook, Copy Worksheets
- Change the Number of Worksheets

Lesson 6: Creating and Modifying Charts

- Create a Chart
- Modify Chart Items, Format a Chart
- Change the Chart Type

Lesson 7: Setting Page Display and Printing Options

- Freeze and Unfreeze Rows and Columns
- Set Print Titles, Set Page Margins

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Create a Header and Footer
Change Page Orientation
Insert and Remove a Page Break
Print a Range

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