

Excel 2002 Level One

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 2002. We recommend you first take a Windows class before Excel 2002 Level One.

Course Content

Lesson 1: Getting Started

- Identify What You Can Do with Excel
- Enter Data in a Worksheet
- Edit Data
- Change Text Appearance
- Save a Workbook
- Obtain Help

Lesson 2: Editing Your Worksheet

- Move Data to Other Cells
- 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 Data in a Range
- 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
- Merge and Split Cells
- Apply 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
- Create a Header and Footer
- Change Page Orientation
- Insert and Remove a Page Break
- Print a Range