

Excel 97 Worksheets

Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 97. We recommend you first take a Windows class before Excel 97 Worksheets.

Course Content

Lesson 1: Excel Basics

- The Paper Spreadsheet
- The Excel Program
- The Workbook Environment

Lesson 2: Entering Data and Navigating in a Worksheet

- Entering and Correcting Data
- Saving a Files
- Using Formulas
- Opening a Second File
- Navigation and Movement Techniques

Lesson 3: Modifying a Workbook

- Working with Ranges
- Working with Functions
- Editing Cell Contents

Lesson 4: Moving and Copying Data

- Inserting Rows and Ranges
- Moving Data
- Copying Data
- Absolute References
- Using the Fill Series Feature

Lesson 5: Formatting a Worksheet

- Formatting a Worksheet
- Number Formats and Text Alignment
- Copying and Pasting Formats
- Special and Custom Formatting

Lesson 6: Printing a Worksheet

- Checking Spelling
- Using the Print Preview Command
- Printing a Large Worksheet
- Additional Print Options

Lesson 7: Introduction to the Workbook Environment

- Using a Multiple-Sheet Workbook
- Creating a Chart
- Outlining
- Spreadsheet Solutions