

Excel 2002 foundation

A first look at Excel 2002

- The advantages of using Excel 2002
- What are workbooks and worksheets?
- Creating and opening workbooks
- Entering data
- Further data entry techniques
- Autocorrect
- Auto complete
- Using the pick list
- Navigating in the worksheet
- Selecting items within Excel 2002
- Inserting and deleting cells, rows and columns
- Saving workbooks
- Moving between worksheets
- Using the spelling checker
- Closing an Excel 2002 workbook
- Exiting Excel 2002

A closer look at the Excel 2002 screen

- The standard toolbar
- The formatting toolbar
- Selecting worksheet views
- Undo and repeat
- The office assistant

Formatting and customizing data

- Formatting options within Excel 2002
- Alignment
- Data indentation and rotation
- To center items in a cell/cells
- Using fonts
- Formatting numbers
- Decimal places
- Formatting columns and rows

- Deleting cells, formats, objects and worksheets
- Adding, editing and removing borders
- Using Auto format
- Copying data
- Copying data using drag and drop
- Copying columns and rows

Formulas, functions and named ranges

- Formulas
- Operator evaluation order within Excel 2002
- Functions
- Using the sum function
- Other commonly used functions
- Using paste function
- Naming cells and ranges
- Using named ranges with formulas

Introducing charts

- Creating a chart
- Manipulating charts
- Changing the chart type

Printing

- Page setup
- Margins
- Centering printed output
- Headers and footers
- Sheet printing options
- Choosing a printer and changing settings
- Printing a worksheet
- Printing multiple files

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