

MS Excel 2002

Intro/Intermediate



Duration: **2 Days** Course Code: **I-B052**

This two day workshop has been designed for those who need to be able to create, edit and update spreadsheets, produce charts and analyse data using Excel 2002.

Learning Outcomes

By the end of this course students will be able to: Use AutoSum, AutoFill, Create Formulas, Format Workbooks, Display data in Charts, Create Templates, Build Formulas, Use Productivity Tools and Apply Protection to a Worksheet.

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Excel. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Starting & Exiting Excel
- Explain the Screen & Workbook Concepts
- Enter & Edit data Efficiently
- Navigating & Cell Selection
- Using the Menu Toolbar

Opening, Saving & Exiting Excel

- Create & Save a New Workbook
- Saving as a HTML Document
- Forwarding your Workbook as an Email
- Setting Workbook Properties
- Working with Multiple Workbooks

Basic Features

- AutoSum & Spell Check
- Printing your data
- Additional AutoFill series
- Creating custom lists for AutoFill

Cell Adjusting, Moving and Copying

- Merging Cells & Resizing Rows & Columns
- Inserting, Deleting Columns & Rows
- Move & Copy Information

Creating Formulas

- Constructing Simple Formulas
- Absolute V's Relative Cell References & Formulas
- 3D Formulas & Linking Workbooks
- Using Range Names

Formatting Worksheets

- Formatting Techniques
- Using Conditional Formatting
- Applying Custom Number Formatting

Charting

- Create & Modify Separate & Embedded Charts

Getting Help & Printing

- Using the Office Assistant
- Printing Workbook Selections
- Adjusting Page Setup Options
- Inserting & Deleting Page Breaks

Working with Large Worksheets

- Working with large Worksheets & Printing

Working With Worksheets

- Customising your workbook
- Consolidating Data on Multiple Worksheets Simultaneously

Functions

- Common Functions
- Auditing your Worksheets
- Tracing Cells & Formulae
- Using Data Validation

Templates

- Creating Custom Templates

Working with Lists

- Working with & Sorting Lists
- Applying Criteria to Filter Data
- Creating Custom Filters
- Calculate Subtotals within a List
- Using the Advanced Filter

Customising the Toolbar

- Adding, Removing and Customising buttons

Productivity

- Format Painter, AutoCorrect, AutoComplete
- Cell Comments, Find & Replace, Hyperlinks
- The Drawing Toolbar

Security

- Using Worksheet & Password Protection