

Create & Use Simple Spreadsheets Using Microsoft Excel 2000

General Description	This course aims to increase your productivity by providing the skills and knowledge in the use of simple spreadsheets.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• identify a spreadsheet application and understand what they can be used for.• start and end Excel 2000 and generally navigate around a workbook.• know enough about the fundamentals of Excel 2000 to create a simple workbook.• use a variety of techniques to select cells and ranges in a workbook.• understand how formulas in Excel work and create formulas in worksheets.• duplicate data in a worksheet.• enhance the appearance of a worksheet• move cells; insert and delete columns and rows• work with and use functions• change the contents of a cell in a variety of ways.• use Excel's search and replace feature• work with absolute cell references to avoid copying problems.• change the appearance of text, values, cells and dates• print data from Excel 2000• change print settings and layouts• sort data in a worksheet• create charts in Excel 2000.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBCM214A - Design and Use Simple Spreadsheets.
Prerequisites	This course is designed for participants with little or no knowledge of the software.
Pages	17 chapters, 264 pages, and 41,265 words!
Approx* Duration	123 exercises. Anticipated duration* of 20.5 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice



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