

Microsoft Excel 2000

Module 1 (With Practice Extensions)

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Excel 2000 to create simple workbooks and charts.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- understand the basic principles of spreadsheets and how they work
- understand how to use a mouse, work with the menu system, shortcut menus, and the desktop
- create, save, open print and close workbooks correctly
- use a number of techniques for selecting ranges
- understand basic principles of formulas and how they work
- use the copy and fill procedure
- differentiate between absolute and relative referencing, trace precedents and resolve problems relating to relative formulas
- format cells as dates, numbers, currency etc and apply borders and shading
- insert and delete rows and columns in a worksheet
- apply a number of simple functions and use the sort command
- use the search and replace facility
- edit cell entries
- create, modify and print a chart
- exit from Excel 2000 correctly
- understand the relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to create simple workbooks and charts using Excel 2000.

Prerequisites:

This course is designed for participants with little or no knowledge of the software.

Statistics:

17 chapters, and 156 pages.

Approx*

110 exercises. Anticipated duration* of 18.5 hours

Duration:

16 Practice Extensions

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **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 create simple workbooks and charts.

Resource Sequence:

INF158 Excel 2000 Module 1
INF159 Excel 2000 Module 2

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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Microsoft Excel 2000

Module 1 (With Practice Extensions)

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Series InFocus

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