

## *Training Course Specification*

**Course:** **Microsoft Excel v2000 Introduction**

**Duration:** 1 Day

**COURSE OBJECTIVES:** Delegates will learn the basics of a spreadsheet application and will be able to create and modify calculating spreadsheets.

**WHO SHOULD ATTEND:** People who are required to know how to create spreadsheets or work on existing Excel spreadsheets, using formatting and calculation tools.

**EXPERIENCE NEEDED:** No prior experience of Excel is expected. Although delegates with limited experience on other spreadsheet applications will find it comfortable. A working knowledge of the windows operating system and use of the mouse and keyboard is essential.

### **COURSE CONTENTS:**

#### **1: Introduction to Excel 2000.**

- What is an Electronic Spreadsheet?
- What is Excel?
- Spreadsheet Terminology.
- Start Excel.
- The Excel Window & Screen.
- The Working Window.
- Moving Around the Sheet.
- Create A Simple Spreadsheet.
- Save & Close Your Spreadsheet.
- Retrieve Your File.
- Exit Excel.
- File Management

#### **2: Creating a Worksheet**

- Selecting Columns And Rows
- Entering Data.
- Formulae.
- Editing Data.
- Entering Formulas.
- Copying Cells.
- Adding to a Worksheet.
- The Sum Function.
- Copying and Pasting.

#### **3: Formatting and Linking Worksheets**

- Setting Column Widths.
- The Formatting Commands.
- Text Formatting
- Formatting Numeric Figures.
- Changing Fonts and Attributes.
- Inserting & Deleting Rows & Columns.
- Adding & Centring a Title.
- Adding Borders & Shading.
- Working with Multiple Sheets.
- 3D Ranges and Cell Formulae.

#### **4: Charting and Finalising**

- Creating Charts.
- The Chart Wizard.
- Editing Charts.
- Printing your Spreadsheet.
- Getting Help.

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### **Related Courses:**

***MS Excel different versions and levels; Excel 2000 Macros. Upgrade to Excel 2000.***