



Everyday Excel 2000 / XP

A 1 day course designed for users who wish to use Excel for basic spreadsheet production

Delegate Requirements:

Basic keyboard and mouse knowledge

Course Outline

What is a Spreadsheet?	Formatting cells
Spreadsheet terminology	Moving cells around
The Excel Screen	Using basic statistics functions
Navigating around the Spreadsheet	Printing the spreadsheet
Entering text, numbers and formulae	Printing formulae, gridlines and row/column headers
Creating formulae by point and click	Borders and shading
Saving and retrieving a spreadsheet	Using the Format Painter
Changing column widths and row heights	Creating simple charts
Aligning the contents of a cell	Relative versus absolute cell addresses
Adding and removing columns and rows	Data entry tips
Copying formulae, text and numbers	
Customising AutoFill	

For further details, please e-mail: jgale@whitehorsect.demon.co.uk