



Excel 2000: Beginning

Course length: 1 day

Course description

Overview: Students will learn basic worksheets skills and how to work with data in worksheets as well as create formulas, work with Functions, format and create basic charts.

Prerequisites: *Windows 98: Introduction*, or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to use an electronic spreadsheet to create basic data reports.

Target student: Students enrolling in this course should understand how to use Windows 98.

What's next: *Excel 2000: Worksheets* is the first course in this series. *Excel 2000: Charting and Organizing Data*, the next course in this series, teaches students how to use the charting and list management capabilities in Excel. Students who want to learn advanced features can take *Excel 2000: Advanced*.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the disadvantages of paper spreadsheets and the advantages of electronic spreadsheets by exploring both.
- Create a basic worksheet by entering text, values, and formulas.
- Create formulas by using Excel's built-in functions.
- Move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Prepare a document for printing by using the spell checking feature and a variety of printing options.
- Use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.
- Save an Excel workbook as a Web page.