



## Excel 2002: Introduction

### Course Specifications

*Course number: 084200*

*Course length: 1 day*

### Course Description

**Overview:** Students will create, edit, format and print basic worksheets and charts in Excel.

**Prerequisites:** *Windows 2000: Introduction*

**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 worksheets, learn to create basic formulas, functions and charts.

**Target student:** The target student for this course is a user who has worked with personal computers and used Windows to manage information, run programs, and access the Web.

### 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:

- You will create a basic worksheet by entering text and values.
- You will work with cells and cell data by using a variety of moving and copying techniques.
- You will perform calculations on data by using functions and formulas.
- You will change the appearance of worksheet data by using a variety of formatting techniques.
- You will use a variety of techniques to manipulate multiple worksheets in a workbook.
- You will create and modify a chart by using various charting techniques.
- You will apply numerous page display settings to prepare a worksheet for printing.

## **Course Content**

### **Lesson 1: Getting Started**

Topic 1A: Identify What You Can Do with Excel

Task 1A-1:

Topic 1B: Enter Data in a Worksheet

Topic 1C: Edit Data

Topic 1D: Change Text Appearance

Topic 1E: Save a Workbook

Topic 1F: Obtain Help

### **Lesson 2: Editing Your Worksheet**

Topic 2A: Move Data to Other Cells

Task 2A-1:

Topic 2B: Copy Data to Other Cells

Topic 2C: Fill Cells with a Series of Data

Topic 2D: Insert and Delete Rows and Columns

Topic 2E: Undo and Redo an Entry

Topic 2F: Find and Replace Numbers

Topic 2G: Enter Data in a Range

Topic 2H: Verify Data in a Range

### **Lesson 3: Performing Calculations**

Topic 3A: Sum a Range of Data

Task 3A-1:

Topic 3B: Use a Built-in Function

Topic 3C: Copy a Formula

Topic 3D: Create an Absolute Reference

### **Lesson 4: Formatting**

Topic 4A: Specify Numeric Format

Task 4A-1:

Topic 4B: Create a Custom Numeric Format

Topic 4C: Change Font Size and Type

Topic 4D: Create and Apply Styles

Topic 4E: Add Borders to Cells

Topic 4F: Find and Replace Formats

Topic 4G: Change Column Width and Row Height

Topic 4H: Align Cell Contents

Topic 4I: Merge and Split Cells

Topic 4J: Apply an AutoFormat

**Lesson 5: Working with Multiple Worksheets**

- Topic 5A: Format Worksheet Tabs
- Topic 5B: Reposition Worksheets in a Workbook
- Topic 5C: Copy Worksheets
- Topic 5D: Change the Number of Worksheets

**Lesson 6: Creating and Modifying Charts**

- Topic 6A: Create a Chart
- Topic 6B: Modify Chart Items
- Topic 6C: Format a Chart
- Topic 6D: Change the Chart Type

**Lesson 7: Setting Page Display and Printing Options**

- Topic 7A: Freeze and Unfreeze Rows and Columns
- Topic 7B: Set Print Titles
- Topic 7C: Set Page Margins
  - Task 7C-1:
- Topic 7D: Create a Header and Footer
- Topic 7E: Change Page Orientation
- Topic 7F: Insert and Remove a Page Break
- Topic 7G: Print a Range