

# Refine-IT

## Course Outline - Introduction to MS Excel 2002

**Overview and Goals** - to be able to be familiar and comfortable with using the basic features of an excel spreadsheet

**Objectives** – to understand basic formulae, select rows and columns and work with a range of cells.

**Who Should Attend** – anyone who has a need to work with figures and has experience of using MS windows and a mouse

### **Getting Started**

- Starting Excel
- Identifying the different parts
- Creating a new workbook
- Saving a workbook
- Closing a workbook
- Previewing a worksheet
- Copying a worksheet
- Moving worksheet
- Customising the display
- What's new since 2000

### **Working with Data**

- Entering data
- Enabling the Auto complete feature
- Reversing the last action with undo
- Entering formula in a specified cell
- Using Auto Sum
- Understanding formulae
- Entering a formula
- Understanding cell referencing
- Selecting rows and columns
- Printing a worksheet
- Printing a range of cells
- Clearing the cell contents

### **Formatting Worksheets**

- Inserting rows and columns
- Deleting rows and columns
- Changing the row height
- Changing the column width
- Aligning text in a cell
- Manipulating the appearance of a cell
- Formatting numerical data
- Using the List Auto fill feature
- Formatting a range of cells
- Rotating text in a cell
- Changing the cell appearance
- Formatting a range of cells
- Sorting by a single column
- Sorting data by three columns

If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)



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