

# Excel 2002 : Level 1

Course length: 9 hours

## Course Description

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

**Prerequisites:** *Windows: 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 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

1A: Identify What You Can Do with Excel

1B: Enter Data in a Worksheet

1C: Edit Data

1D: Change Text Appearance

1E: Save a Workbook

1F: Obtain Help

### Lesson 2: Editing Your Worksheet

2A: Move Data to Other Cells

2B: Copy Data to Other Cells

2C: Fill Cells with a Series of Data

2D: Insert and Delete Rows and Columns

2E: Undo and Redo an Entry

2F: Find and Replace Numbers

2G: Enter Data in a Range

2H: Verify Data in a Range

### Lesson 3: Performing Calculations

3A: Sum a Range of Data

3B: Use a Built-in Function

3C: Copy a Formula

3D: Create an Absolute Reference

### Lesson 4: Formatting

4A: Specify Numeric Format

4B: Create a Custom Numeric Format

4D: Create and Apply Styles

4E: Add Borders to Cells

4C: Change Font Size and Type

4F: Find and Replace Formats

4G: Change Column Width and Row Height

4H: Align Cell Contents

4I: Merge and Split Cells

4J: Apply an AutoFormat

### Lesson 5: Working with Multiple Worksheets

5A: Format Worksheet Tabs

5B: Reposition Worksheets in a Workbook

5C: Copy Worksheets

5D: Change the Number of Worksheets

### Lesson 6: Creating and Modifying Charts

6A: Create a Chart

6B: Modify Chart Items

6C: Format a Chart

6D: Change the Chart Type

### Lesson 7: Setting Page Display and Printing

#### Options

7A: Freeze and Unfreeze Rows and Columns

7B: Set Print Titles

7C: Set Page Margins

7D: Create a Header and Footer

7E: Change Page Orientation

7F: Insert and Remove a Page Break

7G: Print a Range