

Excel 2002 - Basic	
Overview	Students will learn the basic skills necessary to begin using Excel 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. No prior knowledge of Excel is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
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: <ul style="list-style-type: none"> • Start Microsoft Excel, identify the main components of the Excel window and an Excel workbook, and use the Help feature. • Enter and edit labels, values, and formulas in a worksheet, use the Undo and Redo commands, and find and replace a formula. • Move and copy data, insert and delete ranges, and work with relative and absolute references when creating and copying formulas. • Use functions such as SUM to perform calculations in a worksheet and use the AutoSum feature. • Format text, numbers, rows and columns in a worksheet. • Preview and control Page Setup options for a worksheet, print a worksheet, and set and clear a print area. • Create charts based on worksheet data.

Topics covered in the comprehensive manual

Excel basics

Spreadsheet terminology
Exploring the Excel window
Getting help
Opening and navigating workbooks
Closing workbooks

Entering and editing data

Creating workbooks
Entering and editing labels and values
Entering and editing formulas
Saving and updating workbooks

Modifying a worksheet

Moving and copying data
Moving and copying formulas
Using absolute references
Inserting and deleting ranges

Using functions

Entering functions
Using AutoSum
Using AVERAGE, MIN, and MAX

Formatting worksheets

Formatting text
Formatting rows and columns
Number formatting
Other formatting features

Printing

Preparing to print
Page Setup options
Printing

Creating charts

Chart basics
Modifying charts
Printing charts

Web features

Saving worksheets as Web pages
Hyperlinks
Workbooks and e-mail

Appendix A: Alternative user input

Speech recognition
Handwriting recognition

Appendix B: MOUS exam objectives map

Core exam objectives
Expert exam objectives