



MICROSOFT EXCEL 2000 (BASIC)

Duration

Single session of 3 hrs

Course Outline

Lesson 1: File Handling

- Creating a New workbook
- Saving a Workbook
- Opening an Existing Workbook
- Closing Workbook
- Deleting a Sheet
- Moving and Renaming sheets

Lesson 2: Moving around In a Worksheet

- Keyboard shortcuts
- Selecting with mouse

Lesson 3: Working with Text and Numbers

- Text Entry and Formatting using toolbar
- Numbers entry and Formatting using toolbar

Lesson 4: Copying and Moving Cells

- Cut/ Copy and Paste
- AutoFill
- Moving/Copying cells using the Mouse
- Inserting Rows and Columns

Lesson 5: Entering Formula

- Creating a basic Formula
- Editing a Cell

Lesson 6: Working with Excel Functions

SUM, MAX, MIN, AVERAGE AND COUNT

Lesson 7: Formatting a Worksheet

- Column width and Best Fit
- Row Height
- Using AutoFormat and Format Painter

Lesson 8: Printing

Print Preview
Printing command

Lesson 9: Excel Tools

Spell Check
Basic Sorting of Data