

Microsoft Excel 2002

Module 1

Manual Code CTEX1XP

Professional Series



General Information

General Description:	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Excel 2002 to create everyday worksheets and reports.
Learning Outcomes:	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• learn how to start Excel and navigate a workbook• create a simple and useful workbook• work with workbooks• select cells and ranges using a variety of techniques• create a variety of different formulas• copy and fill cells• format a workbook to make it more visually appealing• insert and delete rows and columns• use functions to perform calculations• create formulas containing absolute references• print workbooks• sort data in a worksheet• create charts.
Target Audience:	This course is intended for people who are new to spreadsheets and would like to learn how to use Microsoft Excel 2002 to create professional worksheets and reports.
Prerequisites:	Whilst this course has been designed for participants with little or no knowledge of this software. A knowledge of file management and creating folders in Windows is desirable.
Statistics:	13 chapters, 216 pages.
Course Duration:	96 exercises. Anticipated duration* of 12.0 hours
Course Disk:	A course disk is provided with each order
Methodology:	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Resource Sequence:	CTEX1XP – Microsoft Excel 2002 Module 1 CTEX2XP – Microsoft Excel 2002 Module 2

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