

Spectrum Computer Courses

email:- spectrumray@bigpond.com

website:- www.spectrumcomputercourses.com.au

more info:- 0409-364566

MS Excel Spreadsheets - Course Contents .. "Tick Sheet"

Ask us to Email this back to you,

Mod 1 - Getting Started

- Running the Excel program
- Title Bar, Main Menu
- Activating menus, Toolbars
- Switching Sheets
- Go To
- Name Box
- Moving around with Shortcuts
- Exiting the Program
- Text & Number Entries
- Body Area
- Date Entries
- Selecting Cells
- Increase Decimal Position
- Cancel a Selection
- Sum Formula
- Currency Format
- Undo, Redo
- New Folder
- Saving a File
- Closing a File
- New Sheet
- Open a sheet
- Editing & Deleting
- Center Align
- Bold, Underline
- AutoSum
- Resave
- Inserting Rows
- Merge & Center
- Increase Fonts
- Widening Columns
- Font Colour, Font Size

So you can show us what you already know

Mod 2 - Popular Functions

- Inserting Rows
- Borders
- Format Cells
- Lines and Borders
- Drawing Borders
- Erasing Borders
- Border Colours
- Copy & Paste
- Average Formula
- Maximum Formula
- Minimum Formula
- Number Formatting
- Multiple Select
- Create New Folder
- Save As
- Display Multiple Sheets
- Switching between Sheets
- Select Entire Sheet
- Gridlines & Headings
- Excel Options
- Inserting Multiple Rows
- Inserting Columns
- Deleting Rows
- Text Orientation
- Sorting
- Add 1 Formula
- Replace
- Cut / Move
- AutoFit Multiple Column Widths
- Print Preview
- Page Setup - Print Row Titles
- Gridlines

- Multiply, Subtract, Divide, Add
- Show Formulas
- Remove Decimal Position
- Save File to Another name
- Switching between Files
- Arrange Windows Side by Side
- Print Preview
- Margins
- Zoom
- Divide Formula
- Arrange Windows
- Column Width
- Fonts, Fill Color
- Borders
- Page Setup
- Selecting an Entire Sheet
- Lines & Borders
- Page Setup
- Using Excel as a Calculator
- Decrease Decimal
- Brackets
- Text Wrap
- Comma Format
- Selecting an Entire Row, Column
- Row Height
- Percentage

- Row and Column Headings
- Margins
- Landscape
- Headers and Footers
- Printing
- Absolute Referencing
- Print Areas
- Hide Columns
- Selecting Multiple Areas
- Password Protection
- Normal View
- Today Formula
- Date Formats
- Selecting Multiple Columns
- Percentage Formats
- Freeze Panes
- Show Formulas
- Inserting Sheets
- Inserting Comments
- Editing Comments
- Customise Sort
- Sorting Levels
- Filters
- Filter Expressions
- Clear Filters

Mod 3 - Intermediate

<input type="checkbox"/>	Fill/Series
<input type="checkbox"/>	WorkBook Settings
<input type="checkbox"/>	Text Wrap
<input type="checkbox"/>	Top Align
<input type="checkbox"/>	if Formula
<input type="checkbox"/>	Resizing Images
<input type="checkbox"/>	Top & Bottom Margins
<input type="checkbox"/>	Hyperlinks
<input type="checkbox"/>	Creating a Chart
<input type="checkbox"/>	Moving & Sizing a Chart
<input type="checkbox"/>	Chart Type
<input type="checkbox"/>	Chart Objects
<input type="checkbox"/>	Chart Fonts
<input type="checkbox"/>	Selecting Bars
<input type="checkbox"/>	Chart Bar Patterns
<input type="checkbox"/>	Row & Column Labels
<input type="checkbox"/>	Pie Charts
<input type="checkbox"/>	Editing a Pie Piece
<input type="checkbox"/>	Exploding a Pie Piece
<input type="checkbox"/>	Group & Outline
<input type="checkbox"/>	Close & Open Outlines
<input type="checkbox"/>	Outline Levels
<input type="checkbox"/>	Ungroup
<input type="checkbox"/>	Subtotals
<input type="checkbox"/>	Paste / Values
<input type="checkbox"/>	Column Chart
<input type="checkbox"/>	Paste / Transpose
<input type="checkbox"/>	IF Formula
<input type="checkbox"/>	Absolute Referencing
<input type="checkbox"/>	CountIf Formula
<input type="checkbox"/>	Count Formula
<input type="checkbox"/>	CountBlank Formula
<input type="checkbox"/>	Sumif Formula
<input type="checkbox"/>	Creating a Template
<input type="checkbox"/>	Conditional Formatting
<input type="checkbox"/>	Opening a Template
<input type="checkbox"/>	Link Formula
<input type="checkbox"/>	Saving files into a WorkSpace
<input type="checkbox"/>	Arrange Windows Cascade

Mod 4 - Advanced

<input type="checkbox"/>	Text Boxes
<input type="checkbox"/>	Formatting Text within a Text Box
<input type="checkbox"/>	Text Effects - Transform
<input type="checkbox"/>	WordArt
<input type="checkbox"/>	Indents
<input type="checkbox"/>	Unlocking Cells
<input type="checkbox"/>	Protecting a Sheet
<input type="checkbox"/>	Send Sheet via Email
<input type="checkbox"/>	Consolidate
<input type="checkbox"/>	WorkSpace
<input type="checkbox"/>	AutoFilters
<input type="checkbox"/>	Working with Filters
<input type="checkbox"/>	Pivot Tables
<input type="checkbox"/>	VLookup & HLookup Formulas
<input type="checkbox"/>	Hiding & Unhiding Cells, Rows and Columns
<input type="checkbox"/>	Data Validation
<input type="checkbox"/>	Subtotals
<input type="checkbox"/>	Count & CountIf Formulas
<input type="checkbox"/>	Advance Filters (Extracting Data, Unique Records)
<input type="checkbox"/>	Absolute Referencing
<input type="checkbox"/>	Working Formulas on several sheets
<input type="checkbox"/>	PMT Formulas
<input type="checkbox"/>	HyperLinks
<input type="checkbox"/>	Goal Seek
<input type="checkbox"/>	SQRT Formula
<input type="checkbox"/>	Macros
<input type="checkbox"/>	Creating Macros
<input type="checkbox"/>	Running and Stopping Macros
<input type="checkbox"/>	Array Formulas
<input type="checkbox"/>	Scenario Manager
<input type="checkbox"/>	Cell Naming
<input type="checkbox"/>	Excel Help

