

## Contents

### Spreadsheets

1. How Spreadsheets Work
2. Spreadsheet Characteristics
3. Spreadsheet Functionality
4. The Appropriateness of Spreadsheets

### Excel 2002 Orientation

1. Starting Microsoft Excel 2003
2. The Excel 2003 Screen
3. Understanding The Workbook
4. Moving The Cell Pointer
5. Moving About The Workbook
6. Using Go To
7. Menus And Toolbars
8. Using Menus And Toolbars
9. Using Context Sensitive Menus
10. Exiting Excel

### A Simple Workbook

1. Creating A New Workbook
2. Entering Data In A Workbook
3. Saving A New Workbook
4. Opening A Saved Workbook
5. Creating An Input Range
6. Saving Your Work
7. Essential Formatting
8. Column Best Fit
9. Closing A Workbook

### Selecting Ranges

1. Selecting Contiguous Ranges
2. Selecting Non-Contiguous Ranges
3. Using Special Selection Techniques
4. Selecting Larger Ranges
5. Range Calculations

### Formulas

1. Understanding Formulas
2. Formulas That Add
3. The Sum Function
4. Formulas That Subtract
5. Formulas That Multiply And Divide
6. Referential Formulas
7. What If Formulas
8. More Complex Formulas
9. Common Error Messages

### Copying And Filling

1. Understanding Copying In Excel
2. Using Fill For Quick Copying
3. Copying From One Cell To Another
4. Copying From One Cell To Multiple Cells
5. Copying From Many Cells To Many Cells
6. Copying Relative Formulas
7. Copying To A Non-Contiguous Range

### Absolute Referencing

1. Absolute And Relative Referencing
2. Problems With Relative Formulas
3. Tracing Precedents
4. Creating Absolute References
5. Creating Mixed References
6. Circular References

### Formatting Cells

1. Using The Font Tools
2. Using The Alignment Tools
3. Using The Number Tools
4. The Format Cells Dialog Box
5. Formatting Fonts Using The Menu
6. Superscript Subscript & Strikethrough
7. Changing Horizontal Alignment
8. Centering Across A Selection
9. Wrapping Text
10. Changing Text Orientation
11. Changing Vertical Alignment
12. Formatting Dates
13. Formatting Numbers
14. Formatting Currency
15. Creating Custom Formats
16. Borders And Shading
17. Clearing Cell Formats

### Adjusting A Worksheet

1. Inserting Cells
2. Deleting Cells
3. Inserting Columns
4. Inserting Rows
5. Deleting Rows And Columns
6. Resizing Columns
7. Resizing Rows
8. Hiding Grid Lines

### Working With Functions

1. Functions
2. Typing A Sum Function
3. Summing Non-Contiguous Ranges
4. Calculating An Average
5. The Maximum Function
6. The Minimum Function

### Sorting

1. Performing A Simple Sort
2. Sorting On More Than One Column
3. Sorting Numbers
4. Sorting By Rows

### Printing

1. Print Preview
2. Simple Printing
3. Previewing Large Worksheets
4. Page Orientation
5. Scaling To Fit
6. Printing To Multiple Pages
7. Creating Page Headers And Footers
8. Formatting Headers And Footers
9. Printing Formulas

### Printing Techniques

1. Printing A Selection
2. Setting The Print Area
3. Setting Page Margins By Dragging
4. Setting Page Margins With Page Setup
5. Centring Data On A Page
6. Printing Gridlines

### Search & Replace

1. Searching For Text
2. Searching For Cell References
3. Replacing Values
4. Changing Formulas
5. Partial Updating

### Editing Data

1. Overwriting Cell Contents
2. Editing Long Cell Entries
3. Editing Formulas
4. Editing Functions

### Charting

1. Using The Chart Wizard
2. Choosing The Chart Type
3. Changing The Chart Type
4. Modifying A Chart
5. Printing A Chart
6. Creating A Pie Chart
7. Creating A Bar Chart
8. Moving A Chart
9. Deleting A Chart

### General Computer Usage

1. Printed Help Sources
2. The Help Task Pane
3. Searching For General Help
4. Searching For Specific Help
5. Understanding A Help Window
6. Disabling Online Content
7. Enabling Online Content
8. The Office Assistant
9. Customising The Office Assistant
10. Disabling The Office Assistant
11. Screen Tips And Dialog Box Help.

