

Windows & Macintosh training for:

Adobe

- Photoshop
- Photoshop Elements
- InDesign
- Illustrator
- Acrobat
- PageMaker
- Dreamweaver
- Flash
- Fireworks
- FreeHand

Apple

- Mail
- iCal
- iMovie
- iPhoto
- iLife
- iWork
- Pages
- KeyNotes
- FileMaker Pro
- QuickTime Pro
- Appleworks

Microsoft

- Word
- Excel
- Powerpoint
- Outlook
- Visio
- Publisher
- FrontPage
- MovieMaker

Graphics

- CorelDraw
- CorelPhotoPaint
- Corel PaintShop Pro
- Scanning
- Digital Cameras

Desktop Publishing

- QuarkXPress
- Desktop Design

Web Design

- Mozilla Composer
- Writing HTML

Video Editing

- iMovie
- QuickTime Pro
- Windows MovieMaker

Internet & Email

Operating Systems

- Windows
- Macintosh



Introduction to Microsoft Excel

Tutor: Margaret Marsh



Contents:

<i>Introduction.....</i>	<i>1</i>
<i>About Workbook and Spreadsheets.....</i>	<i>1</i>
<i>Creating a New Workbook.....</i>	<i>1</i>
<i>The Excel Screen.....</i>	<i>2</i>
<i>Sheet Tabs.....</i>	<i>2</i>
<i>Moving Around the Sheet.....</i>	<i>2</i>
<i>Selecting Cells.....</i>	<i>3</i>
<i>Insert Blank Cells, Rows or Columns.....</i>	<i>4</i>
<i>Designing a Spreadsheet.....</i>	<i>5</i>
<i>Entering Row & Column Titles.....</i>	<i>6</i>
<i>Entering Numbers and Percentages.....</i>	<i>6</i>
<i>Entering Formulas.....</i>	<i>7</i>
<i>Using AutoFill.....</i>	<i>7</i>
<i>Using Function Word Formulas.....</i>	<i>8</i>
<i>Using AutoSum and Paste Function.....</i>	<i>8</i>
<i>Formatting Spreadsheets.....</i>	<i>9</i>
<i>Using AutoFormat.....</i>	<i>12</i>
<i>Printing & Print Preview.....</i>	<i>13</i>
<i>Working with Charts and Graphs.....</i>	<i>14</i>
<i>Formatting the Chart.....</i>	<i>15</i>
<i>Understanding How Excel Graphs.....</i>	<i>16</i>