

Excel 2002 (XP)

Course length: 8 hours*

Course Code: 103083BT002

This course shows you how to use spreadsheets to organise and analyse business data. It has been developed for new users of Microsoft Excel 2002 or for users upgrading from Excel 2000 who are keen to learn more about the new features and functionality of the 2002 software.

Benefits for the Learner

Microsoft Excel 2002 is Microsoft's most up-to-date spreadsheet software. This course will give you the skills to organise and analyse business data using the super-efficient spreadsheet creation tools, the powerful analysis tools and the excellent web integration features of MS Excel 2002.

You'll learn how to create, analyse and share spreadsheets. The course explores how to use enhanced formatting features to add impact and ways to analyse data with charts, PivotTable dynamic views and graphs. You'll also learn how you can post your results to the Web for viewing and collaboration.

Benefits for the Business

If you've got a good grip on your financial data, then that can really help everything else about your business fall into place. Microsoft Excel 2002 gives you the tools to easily access, process, analyse, share and display the vital information you need to run your business.

Excel 2002 is an amazingly versatile tool that can be used in all areas of your business. From producing a professional-looking Financial Statement to using charts and graphs to spot sales trends at a glance, the tools within Excel can give you a far clearer view of how things look now and how they might look in the future.

What You Get From This Course

Having completed this course, you will be able to:

- Create, open and save a workbook
- Add, move, copy and format data
- Use a range of formulas and functions to make worksheet calculations
- Create and format charts
- Work with ranges
- Use relative and absolute references
- Use 3D workbooks
- Split, freeze and hide information in a workbook
- Format menu options and understand additional formatting features
- Use proofing tools, page set up options, preview and print workbooks
- Create a Web page
- E-mail worksheets

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 8 hours to complete.

*Courses are accessible for six months from the date of purchase.