



Training Solutions, Inc.

## Microsoft Excel 2002 Basics Course Outline

### Section 1- Excel Basics

- Starting Excel
- The Excel Screen
- Moving Around the Worksheet
- Using Menus
- Excel Icons
- Getting Help
- Exiting Excel

### Section 2- Create a Worksheet

- Entering Data
- Editing Data
- Deleting Data
- Using Undo
- Saving a File
- Introduction to the Toolbars
- Preview a File
- Print a File
- Close a File
- Open a File
- Use File Save As
- Start a New Workbook
- Switching Between Open  
Workbooks

### Section 3- Use Formulas and Functions

- The Formula Bar
- Creating Simple Formulas
- Use Functions
- The Formula Palette
- Selecting Cells and Ranges

### Section 4- Edit a Worksheet

- Cut, Copy and Paste
  - Use the Clipboard Toolbar
  - Use Drag and Drop
  - Use the Shortcut Menu
  - Copy using AutoFill
  - Copy Formulas
- Insert/Delete Rows and Columns
- Change Page Settings
- Page Break Preview
- Change Print Orientation

### Section 5- Format the Worksheet

- Adjust Column Width
- Use AutoFill for Data Entry
- Enter Data in a Range
- Format Dates
- Format Numbers
- Apply Cell Formatting
- Apply Bold, Italic, and  
Underline
- Remove Cell Attributes
- Align Cell Entries
- Align a Title
- Apply Borders and Shading
- Use Spell Check

### Section 6- Manage Large Worksheets

- Zoom Options
- Freeze Panes
- Unfreeze Panes
- Split a Window
- Remove a Split
- Print a Large Worksheet
- Scaled Print
- Range Names