



Microsoft Excel 2002 - Level 1 (Briefcase Series)

By Brian Favro

Shroff Publishers/Labryinth, 2002. Softcover. Condition: New. Level 1: Basic Formatting, Absolute References, Formulas, Functions, Charts Table of Contents Contents About This Book Excel 2002 Keyboard Summary Sheet Quick Reference Index Visual Conventions MOUSE Program LESSON 1: CREATING AND EDITING A SIMPLE WORKSHEET What Is Microsoft Excel? Starting Excel Worksheets and Workbooks The Highlight The Task Pane Entering Data Undo and Redo Repeat Number Entries Save Concepts Editing Entries Selecting Cells Aligning Cell Entries AutoSum AutoCalculate Print Preview Printing Closing Workbooks Opening Workbooks Exiting from Excel LESSON 2: EXPANDING ON THE BASICS Managing Toolbars The Fill Handle Formulas Number Formats Merging and Splitting Cells Indenting Entries Formatting Entries The Format Painter Clearing Cell Contents and Formats LESSON 3: POWERFUL FEATURES AND AUTOMATED TOOLS The Ofcoe Assistant Online Help AutoCorrect AutoComplete Functions Cut, Copy, and Paste Drag and Drop Right Dragging Cell Borders Fill Colors and Patterns AutoFormat Zooming Hiding Rows and Columns Unhiding Rows and Columns LESSON 4: DATES, TEXT FEATURES, AND RESTRUCTURING WORKSHEETS Working with Dates Date and Time Functions Line Breaks Vertical Alignment Rotating Text Column Widths and Row Heights Inserting and Deleting Rows and Columns Error Checking Tools Find and Replace Contents LESSON 5: FINANCIAL MODELING AND ABSOLUTE...



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