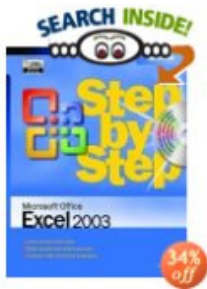


Curriculum



Course Title: Microsoft Excel Basic Training (**Version 2002 or 2003**)
Target Audience: Legal Professionals
Course Length: Three Hours
Course Duration: One Session
Class Materials: Excel Step by Step 2002 or 2003 (Catapult), *Glossary of Terms and Keyboard Shortcuts* (Advanced Legal Systems, Inc.)
Instructor: Kathryn Bennett

Description:

Microsoft Excel is more than just a number cruncher! It is a tool that easily manipulates any list of data needing prioritizing, filtering, subtotaling and rearranging. This three-hour class demonstrates the key knowledge for using this tool to massage data and print the results OR transfer them to a Microsoft Word document or Outlook e-mail.

Outline:

- The Microsoft Environment (Menus and Toolbars)
- Online Help – The New Owner’s Manual
- Workbook Composition (Worksheets, Adding and Renaming)
- Worksheet Composition (Rows, Columns)
- Understanding Cell Contents vs. Cell Display
- Moving Around with the Mouse and Keyboard
- Active Cell vs. Selection(s)
- Fill Down and Copy, Automatic Lists
- Cell Contents – Constants, Formulas, Operators, Addresses, Functions
- Real World Example 1, Simple Calculations, Relative vs. Absolute Addressing
- The Concept of Functions
- Real World Example 2, Sum, Average, Roman and the Function Tool
- Printing Basics and the Concepts of Print Area, Fit-To, and Repeated Rows
- Real World Example 3, Databases
- Database Creation and Data Entry
- Filtering
- Sorting
- Subtotaling
- Instant Reporting through Sum, Sumif, Count and Countif
- Real World Example 4, Running Totals
- Window Split
- Copying and/or Linking Information to Microsoft Word
- Basic Charting Techniques
- Real World Example 6, Plotting Sales by Product and Region



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