



1). A first look at Excel 97

The advantages of using Excel 97
What are workbooks and worksheets?
Creating and opening workbooks
Entering data
Further data entry techniques
Autocorrect, Autocomplete
Using the pick list
Navigating in the worksheet
Selecting items within Excel 97
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Saving workbooks
Moving between worksheets
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Exiting Excel 97

2). A closer look at the Excel 97 screen

The standard toolbar
The formatting toolbar
Selecting worksheet views
Undo and repeat
The office assistant

3). Formatting and customizing data

Formatting options within Excel 97
Alignment
Data indentation and rotation – introduced with Excel 97
To center items in a cell/cells

Using fonts
Formatting numbers, Decimal places
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Deleting cells, formats, objects and worksheets
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Copying columns and rows

4). Formulas, functions and named ranges

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Functions, Using the sum function
Other commonly used functions
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5). Introducing charts

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6). Printing

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