

# Quick Course<sup>®</sup>

*in Microsoft*

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# Excel

# 2002

Training Edition

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Fast-track training<sup>®</sup> for busy people

206 pages, 8" x 10"  
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Introduction ix

## **PART ONE: LEARNING THE BASICS**

### **1 Getting Started 2**

As you build a simple table for tracking sales by invoice, you learn how to input information into Excel by entering different types of data. You select parts of the worksheet, give Excel instructions, and save and retrieve files.

### **2 Editing, Formatting, Printing, and Publishing Worksheets 36**

You edit worksheets and workbooks, and then check spelling. You also learn how to track changes. You apply formatting to a worksheet and a group of worksheets, and create a template. Then you print and publish your worksheets.

### **3 Performing Calculations 84**

You learn how to build formulas to perform calculations with your data and how to name cells and ranges. You create a calculation area and explore some of Excel's functions. Then you use formulas to link worksheets.

## **PART TWO: BUILDING PROFICIENCY**

### **4 Graphing Worksheet Data 110**

You learn about automatic formatting and then use Microsoft Graph to plot the data in an Excel worksheet. You change the type of the graph and format it in a variety of ways. Finally, you preview and print the graph.

### **5 Extracting Information from a List 134**

An Excel list is a simple database. You learn how to sort a list and use powerful, yet efficient, tools to extract and manipulate information. You also experiment with filtering records, consolidating data, and creating a pivot table.

### **6 Using More Advanced Calculations 162**

You link worksheets so that the formulas in one worksheet can look up information in another. You also use iteration to project profit margin. Then you learn about three types of what-if analysis: goal-seeking, data tables, and scenarios.

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