

Lotus 123 Introduction / Intermediate - 2 days

Lotus. software

Course Objectives

Students will learn how to create a basic worksheet by working with ranges of data, using formulas, and changing the appearance of worksheets.

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Essentials

- The 1-2-3 Window
- The 1-2-3 Worksheet
- Menus and Commands
- Quick Menus; SmartIcons
- Help System; Worksheet Navigation

Data Entry

- Labels, Value, Dates
- Labels versus Values
- Editing and Deleting Data; Cell Ranges

Field Management

- Saving, Opening, Closing and Deleting a File
- Starting a New File

SmartMasters

- Working with SmartMaster Files
- Creating a Customised SmartMaster

Editing the Worksheet

- Moving and Copying Data
- Using Drag and Clear to Delete Data
- Column Widths and Row Heights
- Inserting and Deleting Columns and Rows

Formula Concepts

- Creating a Formula; Functions

Number Formats Advanced Formulae

- Copying and Moving Formulae
- Rounding Errors

Printing Ranges

- Page Setup; Previews; Printing

Presentation

- Gallery templates; Label Alignment
- Fonts and Attributes
- Lines and Colours; Clearing Styles
- Fast Formats; Name Styles

Charts

- Chart Elements (Drawn by Row)
- Creating an Automatic Chart
- Chart Assistant
- Creating a Chart Manually
- Manipulating and Annotating Charts
- Preview and Printing Charts

3-Dimensional Features

- Multiple Page Worksheets
- GROUP Mode and 3-D printing

Sorting and Databases

- What is a Database? Database Terms
- Creating and Managing a Database
- Finding Records; Query Tables

Additional Features

- Spell Checker; Freezing Titles
- Window Panes; SmartIcon Palettes