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Lotus 1-2-3 for Windows Intermediate

Introduction Lotus 1-2-3 is one of the world's best selling software packages, comprising spreadsheet, graphics and database functions. This latest release takes full advantage of the Windows environment.

Objectives A greater awareness of Lotus 1-2-3 features and power techniques. The knowledge gained will enable students to be even more effective on their return to the office.

Designed for Current users of Lotus 1-2-3. Delegates should either have attended an "Introduction to Windows" and an "Introduction to 1-2-3" course or have attained a similar level of proficiency.

Duration 1 day.

Topics

- Review of basic skills
- Worksheet
- Writing formulas using the mouse
- Right mouse button menus
- "What-if" techniques
- Absolute cell references
- Back Solver
- Multiple page spreadsheets
- Functions
- IF functions
- Round
- LOOKUP functions
- Charts
- Creating bar and line charts from a spreadsheet
- Chart ranges, legends, titles
- Chart enhancements with text, colour and shapes
- Database
- Creating a database
- Sorting information
- Making query selections from the database
- Printing
- Ranges, headers, footers, page breaks
- Page orientation and compression
- Printing charts separately and with data
- Printing Titles

Follow-up Lotus 1-2-3 for Windows Advanced - 1 day
Lotus 1-2-3 for Windows Macros - 1 day





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