



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



- Tutor-led training
- e-Learning
- Blended learning
- IT skills
- Business skills
- Training consultancy

Lotus 1-2-3 for Windows

Introduction

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 comprehensive insight into the main Lotus 1-2-3 features and the workings of Windows. The knowledge gained will enable students to become immediately effective on their return to the office.

Designed for New users of Lotus 1-2-3. Participants should have either attended our "Introduction to Windows" course or attained a similar level of proficiency.

Duration One day

Topics

- Introduction
- The menu system
- Dialog boxes
- The 1-2-3 screen layout
- Live status bar
- Right mouse button menus
- Using the Smarticons
- Worksheet
- Creating spreadsheets
- Saving spreadsheets
- Entering data, selecting cells, Cut, Copy & Paste
- Changing cell colours, changing fonts, borders and shading
- Constructing simple formulae
- Introduction to "=" functions
- Basic "What-if" techniques
- Absolute cell references
- Graphics
- One step charting
- Bar, line & pie charts
- Printing
- Previewing options
- Basic skills - ranges, headers, page breaks
- Page compression

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





Imagine what you'll know tomorrow...

For more information call

01256 323223

www.BlackSwanTraining.com