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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





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