

# Lotus 1-2-3 Level 1

## Course Objectives

This course is designed to familiarise the inexperienced user with the basic concepts of Lotus 1-2-3 and its business uses. The essentials of building and editing spreadsheets, correcting mistakes and copying formulae are covered, as is the ability to print and output information. Also included is an introduction to charting.

Course Contents	
<b>Getting Started</b>	Using the mouse, basic screen layout and using on-line Help.
<b>Spreadsheet Basics</b>	Columns, rows, cells, moving around the screen.
<b>Data Entry</b>	Entering text, numbers and simple formulae, current date. Deleting entries
<b>File Management</b>	Saving and retrieving files.
<b>Printing</b>	Printing your spreadsheet.
<b>Formatting Entries</b>	Fonts, bold, underline, patterns, colour and borders. Setting numbers to fixed decimal places.
<b>Enhancements</b>	Changing column width and row height. Inserting columns and rows. Copying data and formulae.
<b>Charting</b>	Creating simple charts using the Chart Assistant.

<b>Course Details</b>	This is a one-day introductory course running from 9:30 am - 4:30 pm. This is offered as a company specific course either at Computeraid premises or on-site
<b>Prerequisites</b>	To gain the maximum benefit from this course, an attendee should have a basic knowledge of Windows and be able to use the mouse.
<b>Qualification</b>	This course covers material from the standard European Computer Driving Licence (Module 4).
<b>What Next?</b>	<b>Lotus 123 Level 2</b> Learn useful formulas to help you with your work. Explore the potential of Lotus 123 as a database. Customise the Lotus123 environment to fit your requirements.