

Lotus 1-2-3 Level 2

Course Objectives:

This course equips the user with a proficient knowledge of Lotus 1-2-3 covering a wide range of menu commands and the production of high quality graphics and documents. The day covers a brief review of commands covered in the Level 1 course, followed by an in-depth look at enhancing your spreadsheet using multiple worksheets, split screens and titles, sorting your data, using absolute cell references and protecting data.

Course Contents

General Review	General review of existing knowledge and the commands covered in the Level 1 course.
Customising the Toolbar	Adding, removing and editing icons on the toolbar.
Advanced Enhancements	Creating multiple worksheets, moving between sheets and deleting sheets; titles, split screens, setting global defaults.
Protecting Data	Protecting data to prevent accidental deletion or alteration.
Absolute Cell References	Fixing cell addresses to ease spreadsheet production.
Further Functions	To enter sequential data quickly, to sort data, to name a frequently used section of the spreadsheet for ease of selection; producing a distribution table.
Lookup Tables	Looking up values in a table

Course Details This is a one-day intermediate course running from 9:30 am - 4:30 pm. This is offered as a company specific course either at Computeraid premises or on-site.

Prerequisites Attendees will gain the maximum benefit if they have attended our Level 1 course, or are familiar with creating basic spreadsheets and using simple functions.

Qualification This course covers material from the standard European Computer Driving Licence (Module 4).

What Next? **Lotus 123 Level 3**
Gain an in depth knowledge of data analysis, learn how to audit your spreadsheet and use advanced features such as templates and macros.