

Lotus 1-2-3 Level 3

Course Objectives:

This course is designed to enable the proficient user to gain extended use of this spreadsheet package. The day covers a brief review of commands covered in the Level 1 and 2 courses, followed by an in-depth look at some of the advanced functions of this package, such as the *What-if* table and the database function. It will also include a detailed look at creating and utilising simple and complex macros to enhance spreadsheet efficiency.

Course Contents

General Review

General review of existing knowledge and the commands covered in Levels 1 and 2.

Database Functions

Setting up a database; sorting data; creating single and multiple queries to retrieve information.

Version Manager

Setting up alternative versions of your spreadsheet to show different financial scenarios

What-If Tables

Examining possible outcomes from the same set of data

Macros

Creating and running macros; assigning macros to buttons; using macros to produce interactive menu-driven spreadsheets.

Course Details

This is a one-day advanced 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

To gain the maximum benefit from this course, an attendee should have attended our Levels 1 and 2 courses, or have an equivalent understanding of Lotus 123, especially the use of formulae, functions and multiple worksheets.

Qualification

This course covers material from the Advanced European Computer Driving Licence.

What Next?**Access**

Use the powerful Access database capability to keep and organise all your records. Learn how to create tables of information, design useful forms, query your database and produce professional reports.