

Discover Excel XP / 2002



DiscoverWare's *Discover Excel XP* is an interactive productivity tool for users of Microsoft Excel XP. Excel XP builds on the spreadsheet capabilities of previous versions of the program to provide powerful tools for creating and sharing professional worksheets online and on the Web. Topics cover basic spreadsheet concepts, workbook and file management, using formulas and functions, editing and formatting tools, working with graphics and charts, online collaboration, and working on the Web.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The products are also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover Excel XP interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Excel XP at any time by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the exact portion of the course for a more detailed explanation.

A detailed Help function is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.





Discover Excel XP / 2002 (Proficient)

Excel XP Basics

- Introducing Excel XP
 - Excel XP Capabilities
- Screen Layout
 - The Task Pane
 - Title Bar, Menus & Toolbars
- Create & Open A Workbook
 - What Is A Workbook?
 - Creating A New Workbook
 - Use A Template
 - Open An Existing Workbook
- Save A Workbook
 - Use The Save & Save As Commands
 - Save A File For Use In Another Program
- View A Workbook
 - Normal View
 - Page Break Preview
 - Create Custom Views
 - Change Zoom Setting
 - Split A Worksheet
 - Freeze Rows & Columns
- Print Workbooks
 - Print Worksheets & Workbooks
 - Modify Page Setup
 - Set Print Area
- Help In Excel XP
 - Ask A Question
 - Microsoft Excel Help

Work With Cells

- Cell Basics
 - What Is A Cell Reference?
 - Select Cells
- Enter Data
 - Entering Data
 - What Is A Value?
 - What Is A Label?
- Edit Data
 - Edit Worksheet Data
 - Find & Replace Data
 - Use The Go To Command
- Copy & Move Data
 - Copying & Moving Data
 - Copy & Move Data
 - Use The Office Clipboard
- Insert & Delete Cells
 - Insert & Delete Cells
- Work With Subsets Of Data
 - Use AutoFilter

Work With Your Workbook

- Modify A Worksheet
 - Insert/Delete Rows & Columns
 - Adjust Row & Column Size
 - Hide Rows & Columns
- Modify A Workbook
 - Insert/Delete A Worksheet
 - Move A Worksheet To Another Workbook
 - Rename A Worksheet
 - Format Worksheet Tabs
- Link & Consolidate Data
 - What Is A Link?
 - Link Worksheets
 - Use 3D References

Format A Worksheet

- Format Characters
 - Formatting Text & Numbers
 - Format Text
 - Number Formats
 - Format Numbers
- Format Cells
 - Aligning Cell Content
 - Align Cell Content
 - Merge Cells
 - Clear Cell Formatting
 - Apply Borders & Shading
 - Find & Replace Cell Formatting
- AutoFormat
 - Use AutoFormat
- Styles
 - Styles In Excel XP
 - Create & Apply A Style

Work With Graphics

- Add Graphics
 - Graphics In Excel XP
 - Insert Clip Art
- Add Charts
 - What Is A Chart?
 - Create A Chart
 - Modify A Chart
 - Print A Chart

Calculate Your Data

- Formulas
 - What Is A Formula?
 - What Is Formula Syntax?
 - Create A Formula
 - Edit A Formula
- Cell References
 - Types Of Cell References
 - Use Relative References
 - Use Absolute References
 - Mixed References
- Functions
 - What Is A Function?
 - Get Help With Functions
 - Enter A Function
 - Use A Date Function
 - Financial Functions
 - Use A Financial Function
 - Logical Functions
 - Use A Logical Function

Share Information

- Distribute Workbooks
 - E-mail A Workbook
 - Use Comments
 - Add Comments To A Worksheet
- Excel XP & The Web
 - What Is HTML?
 - Save A Worksheet As A Web Page
 - What Is A Hyperlink?
 - Create A Hyperlink





Discover Excel XP / 2002 (Expert)

Customize Excel XP

- Introducing Excel XP
 - What Is Excel XP?
 - Why Customize Excel XP?
- Customize Menus
 - The Menu Bar
 - Create A Custom Menu
- Customize Toolbars
 - Toolbars
 - Customize A Toolbar
- Macros
 - What Is A Macro?
 - Record A Macro
 - Edit A Macro
 - Assign A Macro To A Toolbar Or Menu

Work With Workbooks

- Create & Open Workbooks
 - Workbook Templates
 - Create & Save A Workbook Template
 - Edit A Workbook Template
 - Use Data Validation
- Import & Export Data
 - Use The Office Clipboard
 - Import Data From Text Files
 - Get Data From A Web Page
 - Use Data From Other Applications
 - Publish A Worksheet
 - Export To Other Applications
- Work With Multiple Workbooks
 - Use A Workspace
 - Data Consolidation
 - Consolidate Data
 - Link Consolidated Data
 - Consolidate Data From Multiple Workbooks

Format Worksheets

- Format Characters
 - Formatting Text & Numbers
 - Apply Number Formats
 - Create Custom Number Formats
- Use Conditional Formatting
 - Conditional Formatting
 - Use Conditional Formatting

Calculate Data

- Work With Named Ranges
 - Using Range Names
 - Range Naming Rules
 - Create Range Names Using Row Or Column Labels
 - Define Range Names For Data Without Labels
 - Use A Named Range In A Formula
 - View & Go To Named Ranges In A Workbook
- Use Lookup Functions
 - Lookup Functions
 - The VLOOKUP Function
 - Use The VLOOKUP Function
- Use Subtotals
 - Add Subtotals To Worksheets
- Audit Worksheets
 - The Auditing Toolbar
 - Trace Precedents & Dependents
 - Trace Errors
 - Circle Invalid Data

Manage & Analyze Data

- Outline A Worksheet
 - Using Outlines
 - Add & Remove An Outline
 - Outline A Worksheet Manually
- Apply Data Filters
 - Use AutoFilter
 - The Advanced Filter
- Query External Sources
 - Use The Query Wizard
 - What Is XML?
 - Create A Web (XML) Query
- Use What-If Analysis
 - Using Scenarios
 - Create & Display Scenarios
 - Create A Trendline
- Data Analysis & PivotTables
 - PivotTables & PivotCharts
 - Create A PivotTable
 - Modifying A PivotTable
 - Create A PivotChart

Collaborate With Others

- Share Workbooks
 - Create A Shared Workbook
 - Resolve Conflicts
 - Merge Shared Workbooks
- Track Changes In Shared Workbooks
 - Track Changes
 - View The Change History
- Workbook Protection & Properties
 - Worksheet Protection
 - Protect Cells In A Worksheet
 - Apply Workbook Protection
 - Apply Workbook Password Protection
 - Workbook Properties
 - Change Workbook Properties



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