

Lotus 1-2-3 Millennium Edition 9.8: Level 2

Publisher: CourseILT

Code: 0619285745

ISBN: 0619285745

Version: 1

Course Length: 1 day (6+ hours)

Prerequisites: Lotus® 1-2-3® Millennium Edition 9.8: Level 1

What's in Lotus 1-2-3 Millennium Edition 9.8: Level 2:

This ILT Series course is intended for students who already have a basic knowledge of Lotus 1-2-3 and want to use its more advanced features. Topics include working with large spreadsheets, linking multiple spreadsheets and workbooks, customizing workbook properties, toolbars, and user preferences, and using more advanced functions, queries, and SmartMaster templates. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success.

Objectives:

- Change the view magnification, use Print Preview, hide and unhide data, and create an outline.
- Create links between sheets in the same workbook, and create links between workbooks.
- Set the workbook and sheet properties, customize SmartIcons, and modify the user setup.
- Perform advanced charting tasks, such as creating a mixed chart, plotting a series against a second Y-axis, and adding a graphic object to a chart.
- Apply text and number formats, use the @DATE and @NOW functions, and create named styles.
- Work with database tables and query tables.
- Use @IF, @VLOOKUP and @FV functions and analyze data by using versions, Backsolver and the what-if table.
- Add text blocks and cell comments, and lock a workbook.

Topic-Level Outline

Unit 1 : Working with large sheets

*Topic A: * Viewing options*

- A-1: Zooming in and out
- A-2: Freezing and unfreezing titles
- A-3: Splitting a window

*Topic B: * Page setup*

- B-1: Fitting a sheet to one page
- B-2: Inserting a page break
- B-3: Printing titles on each page

*Topic C: * Hiding and displaying data*

- C-1: Hiding and unhiding columns and rows
- C-2: Creating, using, and clearing an outline

Unit 2 : Linking sheets and workbooks

*Topic A: * Linking sheets within a workbook*

- A-1: Navigating between sheets
- A-2: Creating and renaming a new sheet
- A-3: Creating links between sheets

*Topic B: * Linking and combining workbooks*

- B-1: Creating links between workbooks
- B-2: Managing links across workbooks
- B-3: Combining two workbooks

Unit 3 : Customizing 1-2-3

*Topic A: * Setting workbook and sheet properties*

- A-1: Setting workbook properties
- A-2: Setting sheet properties

*Topic B: * Customizing SmartIcons*

- B-1: Hiding, showing, and moving SmartIcon bars
- B-2: Removing and adding SmartIcons
- B-3: Creating a new SmartIcon
- B-4: Creating a new SmartIcon bar

*Topic C: * User setup*

- C-1: Changing 1-2-3 preferences

Unit 4 : Advanced charts

*Topic A: * Chart formatting options*

- A-1: Specifying and formatting axis titles
- A-2: Formatting axis labels
- A-3: Adding and formatting value labels

*Topic B: * Creating mixed charts*

- B-1: Creating a mixed chart
- B-2: Plotting a series against a second Y-axis

*Topic C: * Using graphic objects in charts*

- C-1: Adding a graphic object to a chart
- C-2: Formatting a graphic object

Unit 5 : Advanced formatting

*Topic A: * Number formatting options*

- A-1: Applying the Label format
- A-2: Applying the Formula format

A-3: Adding a format to the Frequently Used list

*Topic B: * Date and time formats and functions*

- B-1: Applying date and time formats
- B-2: Using @DATE and @NOW
- B-3: Performing calculations on dates

*Topic C: * Named styles and the Style Gallery*

- C-1: Creating and applying a named style
- C-2: Redefining a named style
- C-3: Renaming and deleting a named style
- C-4: Using the Style Gallery to format a table

Unit 6 : Database tables and query tables

*Topic A: * Database table basics*

- A-1: Examining a database table
- A-2: Performing a single-field sort
- A-3: Performing a multiple-field sort

*Topic B: * Query table basics*

- B-1: Creating a query table
- B-2: Setting a fixed output range

*Topic C: * Finding records in a query table*

- C-1: Performing text comparisons and finding all records
- C-2: Performing numerical comparisons
- C-3: Finding records based on multiple criteria
- C-4: Using the Find/Sort Assistant

Unit 7 : Advanced functions and analysis tools

*Topic A: * Advanced functions*

- A-1: Using @IF function
- A-2: Using the @VLOOKUP function
- A-3: Using the @FV function

*Topic B: * Analyzing data*

- B-1: Creating and displaying a version
- B-2: Using Backsolver
- B-3: Using the What-if table

Unit 8 : Documentation and protection

*Topic A: * Text blocks and cell comments*

- A-1: Adding a text block
- A-2: Adding a cell comment

*Topic B: * Protecting workbooks*

- B-1: Locking and unlocking a workbook
- B-2: Unprotecting a range

Unit 9 : Working with SmartMasters

*Topic A: * Using built-in SmartMasters*

- A-1: Using the Amortize a Loan SmartMaster
- A-2: Using the Create an Expense Report SmartMaster

*Topic B: * Creating and modifying SmartMasters*