

# Word & Excel Skills

## What Do You Already Know?

### MS WORD – Basics

- Word wrap; text inserting and deleting
- Working with hidden codes
  - Word vs WordPerfect Codes
  - Paragraph marks, paragraph instructions
  - Section breaks
- Line spacing
- Cursor movements
  - Word at a time, Paragraph at a time
  - Beginning/End of line
  - Beginning/End of document, etc.
- Selecting/highlighting text
  - By keyboard, by mouse
  - Selecting a word, a line, a paragraph
  - Shift-clicking
- Text enhancements
  - bold, italics, underline, fonts
- Cut and paste
  - words, paragraphs, pages
- Paragraph and line formats
  - Tabs vs Indent
  - Left align, right align, center, justify
- Page formats
  - margins,
  - change page size, orientation
- Multi-page documents
  - Page numbering, change starting number
  - Headers & Footers, different first page
  - Discontinue numbering, header/footer
  - Keep text together bottom/top of page
- Create typical documents
  - Numbered / bulleted Lists
  - Outline-numbering (I, a, b, c)
  - Business formats
    - 1 page, single spaced, + signature
    - double spaced letter, + signature
  - Reports, long documents
    - With cover and table of contents
    - Roman numerals for table of contents
- Miscellaneous
  - Help key, template.
  - Spell check, thesaurus
  - Find/replace ("**search/replace**")
- Set tabs
  - Right, left, centered, decimal tabs
  - Dot leader tabs
- Columns, magazine/newsletter layouts
  - Newspaper columns, Parallel columns
- Tables
  - Basic tables
  - Changing column widths
  - Divide or merge columns, rows
- Using old documents
  - Inserting one document into another
  - Copying from one document to another
  - Renaming a document for different use
  - Boilerplate paragraphs
- Merge documents
  - With Word, Excel, other databases
- Sort databases & mailing lists
- Macros

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# *Word & Excel Skills*

## *What Do You Already Know?*

### **MS WORD – Graphics, Photos, Etc.**

- Graphics formats
  - Design elements
    - photos and clipart
    - text enhancements
    - document layouts – columns, white space, color, etc.
  - Newsletters, Flyers, Advertisements
- Text Enhancements
  - Textboxes
  - Textart / Word Art
  - Graphic lines
  - Underline “trick” lines
  - Insert special characters & symbols
- Photos and clipart
  - Using photo sources
    - Digital Camera
    - Capture Internet images
    - Screen shots / snipping tool
  - Adding photos and clipart to flyers, newsletters, etc.
  - Photo and clipart editing
    - crop / enlarge parts of image
    - reversing
    - contrast & brightness
    - special effects
    - copy images
    - layer images

### **MS WORD - Legal Documents**

- Pleading paper (numbered)
- Caption boxes
  - With columns
  - With tables
- Footer
  - Document ID
  - Rules of court – pleading title
- Tables & Indexes
  - Table of authorities
  - Table of contents
  - Index
- Footnotes, endnotes
- Automatic paragraph numbers
  - “renumbering” or moving items
- Appeal briefs
  - Table of contents
  - Table of authorities
  - Citations
  - Rules of court regarding documents

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# Word & Excel Skills

## What Do You Already Know?

### EXCEL - Basic Skills

- Understands the Excel screen
  - rows, columns, cells, addresses
  - menu bar, toolbars, formula bar, name box
- Can control the Excel screen
  - Freeze panes feature (allows scrolling)
  - Page break preview, Full screen
  - Switch between workbook windows
  - Keep two or more workbooks onscreen
- Enter and change data
  - Labels vs values
  - Make numbers behave as labels
  - Enter dates and times
  - AutoComplete feature
  - Edit cell entries
- Cursor movements
  - Top of worksheet, Bottom of your work
  - Next stopping point down/up/left/right
  - Go to particular cell, next worksheet
- Use keyboard & mouse to select cells
  - Select cells, adjacent and non-adjacent
  - Select entire worksheet
  - Shift-clicking
  - Select ranges, rows, columns
- Formulas
  - Create formulas in cell or in formula bar
    - Typing technique
    - Mouse pointing technique
  - Commonly used formulas
    - Add, subtract, divide, multiply
    - % of total, sum, average, min, max
  - Absolute cell references in formulas
  - Locate formula errors; Circular references
  - Edit formulas
  - Change formulas to values
- Enter numbers or dates in series
  - Create a linear series
  - Create series in text and headings
- Find and replace text, numbers, or formulas
- Format numbers
  - Main formats: accounting, general, etc.
  - Increase / decrease decimals, hide zeros
  - Negative numbers, dates & time
- Move/copy formulas, headings, cell contents
  - Keyboard techniques / Mouse techniques
  - Move, fill, copy across cells & worksheets
- Column and row control
  - Resize columns and rows
  - Insert / delete columns and rows
  - Hide columns or rows
- Text and worksheet enhancements
  - bold, italics, underline, fonts
  - Text alignment
  - Center headings across columns
  - Add cell borders and shading
  - Merge cells
  - Wrap text to fit in merged cell
  - Rotate text in a cell
- Format Painter
  - Copy number & text formats with painter
- Printing
  - Print preview
  - Page break preview
  - Fit text to a page
  - Set the print area
  - Add headers and footers
  - Control margins, portrait/landscape
  - Print with the grid

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# Word & Excel Skills

## What Do You Already Know?

### EXCEL - Intermediate & Advanced

- Charts
  - Create pie, line, bar, column charts
  - Insert data labels, legends, and titles
  - Insert gridlines
  - Edit charts change chart type & data
- Graphics
  - Add clipart, photos, to worksheet or chart
  - add textboxes, callouts, etc.
- Named ranges
  - Name ranges, use in formula
- Growth formulas, using absolute references
  - Add % of last month's costs or increase:
- Use multiple worksheets
  - Rename sheets
  - Insert, delete, or move sheets
  - Link data between worksheets
- Use multiple workbooks
  - Arrange workbooks
  - Copy and move data between books
  - Link workbooks, Update links
- Protect sheets and workbooks
  - Lock cells
  - Protect a worksheet or workbook
  - Hide or display rows, columns
- Lists and databases
  - Create a database
  - Enter and add data
    - Field names
    - Name, format list or database range
  - Data entry form
  - Sort data
    - Sort by date, time, etc.
    - Sort by more than one category
- Filter a list
  - Filter by headings
  - Find simple or exact matches
  - Find date and time matches
  - Top-10 auto-filter; Advanced filters
- Edit or Sort filtered data
- Copy filtered data to other documents
- Macros
  - Create a macro
  - Run the macro
  - Relative macros
  - Edit the macro
  - Attach the macro to a toolbar
  - Attach the macro to a keyboard shortcut
- Exporting/importing text and spreadsheets
  - Object Linking
  - Object Embedding
- Pivot Tables
  - Create pivot table, edit table
  - Update the table
  - Specify the source data
  - Filter data with page fields
  - Create table from another pivot table
  - Add and remove data
  - Reorganize the table
  - Analyze the data
  - Format the table
- Automatic Subtotals
  - Create or remove simple subtotals
  - Create or remove advanced subtotals
  - Nested subtotals
  - Change the detail level
  - Format and filter a report

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