

# McMillan Bird

## Lotus 1-2-3 – Workshop 2

Duration: 1 day

### Course Aim:

The aim of this course is for the attendee to understand the fundamentals of using Lotus 1-2-3. Participants learn how to create, format and print a worksheet that contains text, values and calculations

### Learning Outcomes

At the completion of this course participants will be able to:

- Produce and save a worksheet.
- Format and customise worksheet settings.
- Enter 2D formulas and single argument functions.
- Fill numbers, text and formulas.
- Freeze panes and split windows.
- Manipulate page breaks.
- Update page setup options before printing.
- Print part of a worksheet.
- Print a multiple page worksheet so that all pages are readable.

Training