

MS Excel 2000

Intro/Intermediate



Duration: **2 Days** Course Code: **I-B043**

This two day workshop has been designed for those who need to be able to create, edit and update spreadsheets, produce charts and analyse data using Excel 2000.

Learning Outcomes

By the end of this course students Create Formulas and Functions, View, Format and Print Worksheets, Sort and Analyse data and create Charts and Templates

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Excel. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- The Excel screen
- Using the Worksheet
- Moving around your Worksheet
- Selecting cells on your Worksheet
- Closing your Worksheet

Exiting Excel

- Additional closing and saving options

Summing Figures

- Checking the spelling
- Printing your data

Using AutoFill

- Additional AutoFill series
- Creating custom lists for AutoFill

Adjusting, Moving and Copying

- Adjusting the Worksheet structure
- Sizing, inserting and deleting rows, columns and cells

Creating Formulas

- Absolute and relative references
- Linking

Formatting

- Formatting the Worksheet
- Additional formatting options

Viewing Your Worksheet

- Zooming, Screen Modes, Print Preview and Page Breaks

Charting

- Charting your data
- Modifying your chart

Printing Worksheets

- Setting page options
- Printing your workbook with charts

Customising Excel

- Altering Excel's options

Accessing Help

- Using the help system

Working with Large Worksheets

- Viewing large Worksheets in a variety of different ways
- Printing large Worksheets

Working With Worksheets

- Customising your workbook

- Grouping Features

Functions

- Common Functions
- PMT and IF Functions

Auditing Your Worksheets

- Tracing Precedents, Dependants, Errors and Validation

Templates

- Creating Templates
- Inserting template sheets into your workbook

Data Lists

- Maintaining, sorting, filtering and Sub-totalling
- Creating custom filters
- Advanced filtering

Customising the Toolbar

- Adding, Removing and Customising buttons
- Creating and Resetting Built-in Toolbars

Productivity Tools

- Copying more than just text
- AutoCorrect and AutoComplete
- Using comments
- Searching for and Replacing data

Security

- Cell and Range Protection
- Protecting the Sheet or Workbook