

MICROSOFT Excel 2000

Level 2 - Intermediate

This course introduces the skills necessary for managing worksheets more effectively, using some of the more advanced functions, and working on the web. Students will learn to create templates and maps.

Upon Completion of this course students will be familiar with and have skill to:

Exploring Excel

- Looking At This Course
- Examining The Projects
- Setting Up Excel
- Renaming Worksheets
- Moving Worksheets

Using Lists

- Working With Databases
- Working In Lists
- Sorting Lists
- Using AutoCorrect

Working With Functions

- Understanding Paste Function
- Using Logical Functions
- Using Financial Functions
- Using Date Functions

Formatting Worksheets

- AutoFormatting Worksheets
- Formatting Worksheets
- Using Page Breaks
- Working With Objects

Using 3-D References

- Understanding 3-D Workbooks
- Linking Worksheets
- Showing Formulas And References

Using Excel And The Web

- Understanding The Web
- Saving As Different File Types
- Working With Web Pages
- Looking At Web Pages

Using Templates

- Understanding Templates
- Using A Template
- Customizing The Template
- Entering Data

Using Microsoft Map

- Understanding Microsoft Map
- Working With Data Maps
- Adding Data To Data Map Objects
- Reconfiguring Data Maps

Application Project

- Client Project Workbook

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

