

# MICROSOFT Excel 2000

---

## Level 3 - Advanced

This course introduces the advanced skills in Excel, including; working with ranges, sorting and filtering, importing and exporting, Pivot Tables and Data Analysis tools.

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

### **Getting Started**

- Looking At This Course
- Examining The Projects
- Setting Up Excel
- Using Templates

### **Working With Records And Ranges**

- Using Data Forms
- Using Named Ranges
- Formatting Numbers
- Using Custom And Conditional Formatting

### **Sorting, Outlining, And Filtering Lists**

- Sorting Lists
- Using Macros
- Using Grouping And Outlines
- Applying Data Filters
- Understanding Advanced Filters

### **Importing And Exporting Data**

- Understanding Importing
- Importing From Text Files
- Querying Databases
- Importing From HTML Files
- Exporting To Other Applications

### **Using PivotTables And PivotCharts**

- Creating PivotTables
- Adjusting PivotTables
- Showing And Hiding Information
- Using PivotTable Pages
- Using PivotTables And The Web
- Creating PivotCharts

### **Using Data Analysis Tools**

- Understanding Solver
- Using Solver
- Understanding Scenarios
- Understanding Goal Seek
- Auditing A Worksheet

### **Protecting And Sharing Workbooks**

- Understanding Shared Workbooks
- Applying Protection And Sharing
- Setting File Passwords And Properties

### **Managing Workbooks**

- Using Data Validation
- Using Comments
- Tracking Changes
- Merging Workbooks
- Linking Workbooks
- Printing Worksheets And Reports

### **Application Project**

- Financial Records

### **Common Tools And Shortcuts**

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

It takes approximately 25 hours to use a program productively when you are properly trained and 100 hours if you are not. Call CSI today and register for classes, 402-330-6078 ext: 251 or check out our website [www.csiomaha.com](http://www.csiomaha.com).

