

# **MS Excel 2000 Advanced**

## **A One-Day Training Course**

### **Course Aims**

MS Excel 2000 is the latest version of the popular spreadsheet from Microsoft, designed specifically for the networked office environment. This course is designed to give users an understanding of some of the more advanced features and functions within Excel and the advantages of using a powerful electronic spreadsheet. The course is entirely 'hands on', so those attending will get practice in using advanced features of Excel 2000 to manage, automate and customise workbooks. This Excel 2000 course also instructs users in Year 2000 best practice.

### **Course Outline**

#### ***MS Excel 2000 Advanced***

- Year 2000 Best Practice
- Review Exercise

#### ***Custom Formatting***

- Formatting Numbers; Using Custom Formats
- Custom Number Format Sections
- Custom Number Format Codes
- Custom Date Format Codes
- Formatting SpeedKeys; Using Conditional Formats

#### ***Working with Named Ranges***

- Creating Range Names
- Using the Go To Command
- Range Names in Calculations

#### ***Importing and Exporting Data***

- Using Paste Special
- Object Linking and Embedding
- Sharing Data with Other Applications
- Importing a Text File into Excel
- Importing Data from Web Pages

#### ***Templates and Add-Ins***

- Creating Workbook Templates
- Custom Templates; Storing Templates
- The Default Template
- Loading Add-In Programs

#### ***Working with Multiple Workbooks***

- Creating Custom Views; Creating a Workspace File
- Using Workspace Files; Linking Workbooks
- Creating Formulae to Link Data

#### ***Printing Workbooks and Reports***

- Printing Multiple Worksheets
- Printing Multiple Workbooks
- Using the Report Manager

#### ***Lookup and Reference Functions***

- Using the LOOKUP Function
- Using the VLOOKUP Function
- Using the HLOOKUP Function
- Preventing LOOKUP Errors

#### ***Working with Toolbars***

- Displaying Hidden Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a New Toolbar

#### ***Using Macros***

- Understanding Macros
- Recording a Basic Macro
- Relative References
- Running a Macro
- Assigning a Macro to a Toolbar
- Button Image Editor
- Editing a Macro
- Macro Virus Protection

#### ***Creating Map Charts***

- Creating Data Map Charts
- Editing a Map Chart
- Adding Features to a Map

### **Target Audience**

Existing users of MS Excel who want to gain further in-depth knowledge in a short space of time.

### **Assumed Knowledge**

A good working knowledge of Excel, plus Windows 95/98/NT is assumed, gained from the workplace or by prior attendance on an "MS Excel 2000 Intermediate" course.