

MS Excel 2000 Intermediate

A One-Day Training Course

Course Aims

MS Excel 2000 is the latest version of the popular spreadsheet from Microsoft. This course is designed to advance users' knowledge of the features and functions within Excel and realize the advantages of using a powerful electronic spreadsheet. The course is entirely 'hands on', so those attending will get practice in creating and modifying actual spreadsheets, enhancing them with charts and graphics and using more advanced formulae. This Excel 2000 course also instructs users in Year 2000 best practice.

Course Outline

MS Excel 2000 Intermediate

- Intermediate Spreadsheet Functions and Features
- Year 2000 Best Practice
- Reviewing the Basics

Formatting the Worksheet

- Adding Borders and Shading
- AutoFormats
- Copying Formats
- Text Formatting
- Indented Lists

Using Styles

- Creating and Applying a New Style
- Modifying Styles

Navigating Worksheets and Workbooks

- Opening a Second Workbook
- Working with Large Sheets
- Using Zoom
- Worksheet Linking

Using More Advanced Formulae

- Preventing Rounding Errors
- Conditional Formulae (IF, AND and OR)
- The Formula Palette
- Financial Functions (PMT, FV, PV)

Productivity Features

- Protecting the Worksheet
- Hiding Data
- AutoCorrect
- The Spelling Checker

Charts and Pictures

- Creating Charts
- Changing Chart Elements
- Changing Chart Data
- Printing Charts
- Inserting Clip Art and Pictures
- Drawing Objects
- Manipulating Objects

Excel and the Internet

- Creating Hyperlinks
- Saving a Worksheet as a Web Page
- Web Page Preview
- Sending Worksheets and Workbooks Via E-mail

Target Audience

Users with a basic understanding of MS Excel 2000 who want to consolidate and expand on their knowledge of the basic features in a short space of time.

Assumed Knowledge

A working knowledge of using PCs, a keyboard and mouse, Windows 95/98 and some experience of creating basic spreadsheets is assumed, gained from the workplace or by prior attendance on a "Windows 95/98 User Introduction" or "MS Excel 2000 Introduction " course.