MS Excel 2000 Professional
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 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 analyse and share spreadsheet data and create spreadsheet databases. This Excel 2000 course also instructs users in Year 2000 best practice.

Course Outline

MS Excel 2000 Professional

- Year 2000 Best Practice
- Review Exercise

Auditing a Worksheet

- Using Worksheet Auditing Tools
- Data Entry Validation
- Validating the Whole Worksheet
- Auditing Data Dependency
- Finding and Replacing Data

Working with Data Lists

- Setting Up Lists
- Sorting Lists
- Filtering Lists
- Using Forms

Data Management

- Searching for Data with Advanced Filters
- Compiling Consolidations
- Summarising Data with Outlines
- Querying a Database
- Data Sources
- Controlling Formatting and Layout
- Refreshing External Data

PivotTables

- Creating a PivotTable
- Modifying a PivotTable
- Creating a PivotTable Chart
- Creating Interactive PivotTables for the Web

Using Analysis Tools

- Goal Seeking
- Using Solver
- The Scenario Manager
- Scenario Summaries
- Merging Scenarios

Collaborating with Workgroups

- Applying Worksheet Protection
- Password Protecting a File
- Changing Workbook Properties
- Adding Comments to the Worksheet
- Shared Workbooks
- Tracking Changes
- Resolving Conflicts
- Merging Workbooks
- E-mailing Workbooks for Review

Target Audience

Existing users of MS Excel who want to gain further in-depth knowledge on how to manage and audit spreadsheets 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 the "MS Excel 2000 Advanced" course.