

ON LINE SERVICES

Computer Training & Support

Excel 2000 Advanced

Course Description

Overview: Students will learn the skills and concepts necessary to work with advanced features of Excel 2000.

Objectives: Upon successful completion of this course, students will be able to:

- * Customize toolbars and create styles and templates.
- * Create nested and decision making functions.
- * Analyze worksheet data by creating pivot tables.
- * Compare and contrast workbook files and file links.
- * Outline and consolidate worksheets; analyze worksheet data by using the Solver and Scenario Manager.
- * Display and protect worksheet data by locking cells.
- * Record and modify macros by using the Visual Basic Editor.

Course Outline

Lesson 1: Customizing the work area

Working with toolbars
Creating and using styles
Creating templates

Lesson 2: Advanced formula construction

Nested functions
The IF function
The VLOOKUP function
Error handling and the Auditing features

Lesson 3: Pivot tables

Creating pivot tables
Working with pivot tables
Viewing pivot tables at different levels

Lesson 4: Multiple file linking

Working with workbooks
Linking individual cells
Workbooks versus links and workspaces

Lesson 5: Consolidating data and using analysis tools

Consolidating worksheets
Using the Goal Seeker and Solver utilities
Creating a scenario by using Scenario Manager

Lesson 6: Protect and display options

Using comments
Protecting the worksheet
Hiding information
Custom views

Lesson 7: Introduction to macros

Running a macro
Recording a macro
Viewing and editing VBA code

Lesson 8: Working with Interactive Web Documents

Saving Excel worksheets as Web Documents
Spreadsheet Web Components

Additional information: The combined content of the three Excel 2000 courses; Introduction, Intermediate and Advanced, satisfies the requirements in preparation for the Microsoft Office User Specialist Certification for Excel 2000 at the Expert level.