

# ON LINE SERVICES

*Computer Training & Support*

## Excel 2000 Intermediate

### Course Description

**Overview:** Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000.

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

- \* Create charts that graphically represent worksheet data.
- \* Modify charts.
- \* Customize charts by applying formatting.
- \* Enhance worksheets and charts by using the drawing tools to add graphic objects.
- \* Sort information in a list by using the Data, Sort command.
- \* Locate information quickly in a list that meets specified conditions by using the Advanced filter feature.

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### Course Outline

#### Lesson 1: Creating charts

- Creating a chart sheet
- Creating an embedded chart
- Comparing chart sheets with embedded charts

#### Lesson 2: Modifying charts

- Chart types
- Modifying embedded charts
- Adding and deleting chart items
- Moving and sizing chart items

#### Lesson 3: Formatting a chart

- Formatting chart text
- Formatting numbers
- Formatting the chart
- Printing a chart sheet

#### Lesson 4: Using graphic objects

- Adding graphic objects
- Formatting graphic objects
- Using graphic objects to enhance worksheets and charts

#### Lesson 5: Sorting data

- Single-level sorting
- Multiple-level sorting
- Sorting options
- Design considerations

#### Lesson 6: Filtering data

- Filtering a list
- Custom criteria
- Multiple-condition criteria
- Managing a filtered list

**Additional information:** The combined content of the Excel 2000 Introduction and Intermediate courses satisfies the requirements in preparation for the Microsoft Office User Specialist Certification for Excel 2000 at the Proficient level.

**What's next:** Excel 2000: Charting and Organizing Data is the second course in this series. Students can take Excel 2000: Advanced to learn advanced features.