

# Microsoft Excel 2000 Fundamentals

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## Overview

The skills and knowledge acquired in Microsoft Excel 2000 Fundamentals are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Excel 2000 Fundamentals is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Excel 2000 Fundamentals assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Objectives

At the completion of Microsoft Excel 2000 Fundamentals you should be able to:

- start, move about in, and exit from Microsoft Excel 2000
- create a simple workbook
- print data from a workbook
- copy and fill cells and ranges in a workbook
- adjust a worksheet to better accommodate data
- select a range of cells in a workbook
- create a variety of different formulas
- create and work with spreadsheet functions
- work with absolute and relative cell references
- make changes to data and formulas in a worksheet
- use the fill technique to enter data into cells
- format cells and ranges in a workbook
- create a variety of charts (graphs) in Excel
- use hyperlinks to provide navigational tools in a workbook

**Course Duration is 1 Day**

**Course Code: X3M1**

## Topics

### Excel 2000 Orientation

Starting Microsoft Excel 2000  
The Excel 2000 Screen  
Understanding Workbooks  
Moving The Cell Pointer  
Moving About The Workbook  
Using Go To  
Menus And Toolbars  
Using Menus And Toolbars  
Using Context Sensitive Menus  
Exiting Excel 2000

### A Simple Workbook

Creating A New Workbook  
Entering Data In A Workbook  
Saving A New Workbook  
Opening A Saved Workbook  
Creating An Input Range  
Saving Your Work  
Essential Formatting  
Column Best Fit  
Closing A Workbook

### Printing

Print Preview  
Simple Printing  
Previewing Large Worksheets  
Page Orientation  
Scaling To Fit  
Repeating Rows  
Creating Page Headers And  
Footers  
Formatting Headers And Footers  
Printing Formulas

### Copying And Filling

Understanding Copying In Excel  
Using Fill For Quick Copying  
Copying From One Cell To  
Another  
Copying From One Cell To  
Multiple Cells  
Copying From Many Cells To  
Many Cells  
Copying Relative Formulas  
Copying To A Non-Contiguous  
Range

### Adjusting A Worksheet

Inserting Cells  
Deleting Cells  
Inserting Columns  
Inserting Rows  
Deleting Rows And Columns  
Resizing Columns  
Resizing Rows  
Hiding Grid Lines

### Selecting Ranges

Selecting A Single Cell Range  
Selecting Non-Contiguous  
Ranges  
Special Selection Techniques  
Using Special Selection  
Techniques

Selecting Larger Ranges  
Range Calculations

### Formulas

Understanding Formulas  
Formulas That Add  
The Sum Function  
Formulas That Subtract  
Formulas That Multiply And Divide  
Referential Formulas  
What If Formulas  
More Complex Formulas  
Common Error Messages

### Working With Functions

Functions  
Typing A Sum Function  
Summing Non-Contiguous  
Ranges  
Calculating An Average  
The Maximum Function  
The Minimum Function

### Absolute Referencing

Absolute And Relative  
Referencing  
Problems With Relative Formulas  
Tracing Precedents  
Creating Absolute References  
Creating Mixed References  
Circular References

### Editing Data

Overwriting Cell Contents  
Editing Long Cell Entries  
Editing Formulas  
Editing Functions

### Filling Series

Filling A Series  
Filling A Growth Series  
Filling A Series Backwards  
Filling Using Options  
Creating A Custom Series  
Modifying And Deleting Custom  
Series

### Formatting Cells

Using The Font Tools  
Using The Alignment Tools  
Using The Number Tools  
The Format Cells Dialog Box  
Formatting Fonts Using The Menu  
Superscript And Subscript  
Strikethrough  
Changing Horizontal Alignment  
Using The Menu  
Merging Cells  
Changing Text Orientation  
Changing Vertical Alignment  
Text Wrapping  
Formatting Dates  
Formatting Numbers  
Formatting Currency  
Creating Custom Formats  
Borders And Shading

Clearing Cell Formats

### Charting

Using The Chart Wizard  
Choosing The Chart Type  
Changing The Chart Type  
Modifying A Chart  
Printing A Chart  
Creating A Pie Chart  
Creating A Bar Chart  
Moving A Chart  
Deleting A Chart

### Hyperlinks

Hyperlinking Within A Workbook  
Using A Hyperlink  
Hyperlinking To A Range  
Hyperlinking Between  
Applications