

Microsoft Excel 2000 Intermediate

Overview

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

Target Audience

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

Pre-requisites

Microsoft Excel 2000 Intermediate assumes the delegate has completed the Excel 2000 Fundamentals course or has equivalent knowledge.

Objectives

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

- work with absolute and relative cell references
- adjust a worksheet to better accommodate data
- create and work with spreadsheet functions
- use the fill technique to enter data into cells
- print data from a workbook
- use the various printing features to produce a variety of reports
- group cells and use outlines to manipulate the worksheet
- use a range of techniques to work with worksheets
- create different views of a worksheet
- use a variety of viewing techniques to view worksheets
- use linking to create more efficient workbooks
- share workbooks with other users
- combine data in separate worksheets or workbooks using consolidation
- use the various Lookup function
- nest functions to create complex formulas
- use the various logical functions in Excel
- use the mathematical functions in Excel
- use the date and time functions to perform calculations
- create a variety of charts (graphs) in Excel
- enhance charts that you create in Excel
- work with data series in charts
- search for and replace data in a worksheet
- sort data into alphabetical and numerical order
- use autofilter to display data in lists selectively
- protect data in worksheets and workbooks
- use a variety of data validation techniques
- use templates to create consistency in your workbooks

Course Duration is 2 Days Course Code: X3M2

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Topics

Absolute Referencing

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

Adjusting A Worksheet

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

Working With Functions

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

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

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

Printing Techniques

Printing A Selection
 Setting The Print Area
 Setting Page Margins By Dragging
 Setting Margins With Page Setup
 Centring Data On The Page
 Printing Grid Lines

Outlining

Creating An Automatic Outline
 Working With An Outline
 Creating A Manual Outline

Working With Worksheets

Copying A Worksheet

Renaming Worksheets
 Moving Worksheets
 Inserting And Deleting Worksheets
 Grouping Worksheets

Custom Views

Adding A Custom View
 Creating A Specialised View
 Using Custom Views
 Modifying Custom Views
 Deleting Custom Views

Viewing Worksheets

Freezing Columns And Rows
 Splitting Windows
 Using Zoom
 Hiding Rows And Columns

Linking Workbooks

Linking Data In Excel
 Linking Within A Workbook
 Linking Between Workbooks
 Updating Links Between Workbooks

Sharing Workbooks

Using A Non-Shared Workbook
 Sharing A Workbook
 Working With A Shared Workbook
 Checking And Removing Sharing
 Tracking Changes
 Accepting Or Rejecting Changes
 Discontinuing Change Tracking

Consolidation

Consolidating Data With Identical Layouts
 Consolidating Data With Different Layouts
 Consolidating Data Using A PivotTable

Lookup Functions

Requirements Of Lookup Functions
 The CHOOSE Function
 The ISERROR Function
 The VLOOKUP Function
 Testing Lookup Functions
 Using VLOOKUP For Exact Matches
 The INDEX Function

Nesting Functions Workshop

Scoping A Formula
 Developing A Nested Function
 Creating A Nested Function
 Editing A Nested Function
 Copying A Formula With Nested Functions
 Concatenation

Logical Functions

Logical Function Concepts
 Displaying Information Using IF

Displaying Values Using IF
 Nesting An IF Function
 Using The AND Function
 Using The OR Function
 Using The NOT Function

Maths Functions

Maths & Trig Functions Listing
 Calculating Square Root
 Calculating Absolute Value
 Rounding Values
 Rounding Up Values
 Using The FLOOR Function
 Truncating Values

Date & Time Functions

Date & Time Functions Listing
 Using The NOW Function
 The HOUR & MINUTE Functions
 Using The TODAY Function
 Calculating A Future Date
 Using The DATE Function
 Creating A Four Digit Year Format
 The Calendaring Functions
 The WEEKDAY Function

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

Charting Techniques

Adding Data Labels
 Changing The Legend
 Changing Chart Titles
 Showing Data Tables
 Changing Fills And Patterns
 Chart Grid Lines
 Changing The 3-D View

Chart Data Techniques

Adding Data To A Chart
 Formatting Data Series
 Renaming Data Series
 Changing The Order Of Data Series
 Deleting Data Series

Search & Replace

Searching For Text
 Searching For Cell References
 Replacing Values
 Changing Formulas
 Partial Updating

Sorting

Performing A Simple Sort
 Sorting On More Than One Column
 Sorting Numbers

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Sorting By Rows

AutoFilter

- Applying & Using AutoFilter
- Creating Compound Filters
- Creating Custom Filters
- Multiple Value Criteria
- Using Wildcards In Custom Criteria

Protecting Data

- Unlocking Cells
- Protecting A Worksheet
- Working With A Protected Worksheet
- Disabling Worksheet Protection
- Password Protecting A Worksheet

Validations

- Validation Techniques
- Data Validation By Number Range
- Testing Data Validation
- Input Messages
- Creating Error Alerts
- Creating Drop-Down Lists
- Using Formulas As Validation Criteria
- Creating Custom Validation Criteria
- Number Formats With Built-in Logic
- Conditional Formatting
- Copying Data Validation Settings

Templates

- Creating A Template
- Using A Template
- Inserting A Worksheet From A Template
- Locating The Excel Templates
- Modifying A Template
- Creating An AutoStart Template