

Training Course Specification

Course: **Microsoft Excel v2000 Intermediate**

Duration: **1 Day**

COURSE OBJECTIVES: Delegates will build on basic knowledge of a spreadsheet application or the fundamentals and move on to more complex formulae and other more advanced Excel features.

WHO SHOULD ATTEND: People who need to use Excel regularly to present attractive spreadsheets and perform tasks above the introductory level.

EXPERIENCE NEEDED: Delegates should have attended the Introduction course or be familiar with creating and working on Excel spreadsheet files.

COURSE CONTENTS:

1: Absolute Addresses and Worksheet Protection

- What is an Electronic Spreadsheet?
- Relative and Absolute Addresses
- Absolute Addresses.
- The Different Protection Modes.
- Full Protection Using a Password
- Sheet Protection - Read Only
- Protection of Cells or Ranges

2: Worksheet Functions

- Worksheet Functions.
- The Function Wizard.
- Function Syntax.
- Mathematical Functions.
- Date Functions.
- Statistical Functions.
- Logical Functions.
- Range Names

3: Charts

- The Chart Facility.
- Chart Types.
- The Chart Wizard.
- Create a Chart.
- Modify a Chart.
- Print a Chart.

4: Multiple File Linking

- The Workbook Concept.
- File Linking.
- Create a Workbook.
- Copying Data across the Workbook.
- Entering Formulas in a Workbook.
- Linking Sheets in a Workbook.
- Link Files.

Related Courses:

MS Excel different versions and levels; Excel 2000 Macros.