

# Advanced Microsoft Excel 2000

A Two Day Guide



**Ref No:** DD106

**Course Aims**

This course aims to enhance your computer productivity by giving you advanced skills in the use of Microsoft Excel.

It is designed to introduce you to the techniques and concepts associated with effective spreadsheet operation and to get you in the advanced features of Microsoft Excel 2000 as quickly as possible.

**Objectives**

Upon completing this course you will be able to:

- Use features such as Password Protection and Backups
- Use and apply Range Names
- Understand advanced Functions
- Use the Import Text Wizard
- Use Consolidation, Goal Seeking and the Solver
- Use Excel's List feature
- Understand the Scenario Manager
- Record, Edit and Run Macros
- Create and use Macro Buttons
- Use PivotTable Reports and PivotChart reports

**Number of Pages**

170

**Audience**

The course is aimed at those participants who wish to increase their knowledge of Excel and utilise advanced features.

**Prerequisites**

A sound knowledge of spreadsheets and familiarity with Excel.

**Course Length**

In a training environment this course is suitable for Two days.

**Course Structure**

The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

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## Course Objectives

### Revision

### File Protection

- Attaching Passwords
- Modification Password

### Saving with Backup

### Cell Protection

### Hiding Rows and

### Columns

### Circular References

- The Circular Reference
- Toolbar

### Range Names

- Defining Range Names
- Applying Names
- Using Names in Formulas
- Using Names with Commands
- Using the Name List

### Using Constants

- Applying Names to Constants
- Documenting Range Names

### Using Data Map

- Starting Data Map
- Using Zoom
- Centre Map
- Formatting a Data Map
- Formatting a Legend
- Inserting Map Labels
- Adding Graticules
- Printing the Data and Map

## Functions

### Statistical Functions

- SUMPRODUCT

### Financial Functions

- The PMT Function
- Absolute Addressing

### Rounding Functions

### The IF Function

- Nesting Functions

### More Fun Functions

### Using Help for Functions

### Lookup Functions

### Date Functions

- Entering Dates
- The NOW Function
- Using Times in Calculations

## Goal Seeking

Using Goal Seek

### Solver

- Constraints
- Saving a Scenario
- Viewing the Answer Report

### The Scenario Manager

- Adding a Scenario
- Showing Scenarios

### Group Editing

- Defining the Group
- Removing the Group
- Status

### Worksheet Linking

- Creating the First Link
- Using Paste Link

### Linking between Files

### Consolidating

### Worksheets

- Adding Worksheets
- Averaging Consolidated Data

### Importing Data

- Why Import Data?
- Data Type Examples
- Importing Delimited ASCII
- Text Import Wizard
- Space Delimited Files
- Skipping a Column

### Exporting Data

- Choosing a Format
- Exporting to MS Word
- Pasting Data with Link
- Copying Graph with a Link

### Excel Lists

- List Overview
- Sorting Data
- Sorting on Two Fields
- Removing a Sort Field
- Sorting a Horizontal List

### Data Form

- Adding Records
- Deleting a Record

### Finding Data

- Replacing Data

### Filter

- Performing a Filter
- Filtering on Two Fields

### A Top Ten Filter

### Custom Filters

- Sorting a Filtered List
- Copying a Filtered List

### Advanced Filter

- Setting the Criteria
- Removing the Filter

### SubTotals

- Adding Subtotals
- Outline Symbols
- Hiding/Showing Detail
- Counting as Subtotals
- Using Page Breaks
- Removing Subtotals

### Group and Outline

- Hiding & Showing Detail
- Grouping Rows

### PivotTables

- Rearranging Data
- Report Exclusions
- Adding Fields
- Field Settings
- Refreshing Data
- Formatting PivotTable reports
- Showing Detail

### PivotChart reports

- Interacting with the Chart
- PivotChart reports - from scratch
- Adding Fields

### Macros

- Recording a Macro
- Turning on the Recorder
- A Shortcut Key
- Recording your Actions
- Testing the Macro

### Macro Contents

- Editing a Macro
- Saving the Macro
- Personal Macro Workbook
- Relative Cell Addressing
- Recording to Personal.XLS
- Stepping through a Macro

### Macro Buttons

- Drawing a Button
- Assigning the Macro
- Using the Macro Button

### Customising the Toolbar

- Choosing a Button
- Using the Macro icon
- Changing a ScreenTip

### Macro Exercises