

# Excel 2000-2003 Introduction Day 2

**Duration:** 1 Day

## Course Overview:

This is day two of our two day Microsoft Excel 2000-2003 Introduction course. This class is instructor-led classroom training with hands-on exercises and has been redesigned to meet the needs of today's high performance office environment. Topics covered include creating 3-D formulas, working with more advanced functions, filtering data, and creating charts. Students will also be able to find, view and print the exact data they want using the techniques presented in the class.

## Students Learn To:

- Assign names to cells to increase efficiency within complex workbooks or files
- Create custom formats to improve the appearance of worksheets
- How to protect value data and formulas in the workbook from being viewed or changed
- Freeze rows and columns, allowing them to remain visible when scrolling through a large worksheet
- Share information between workbooks by creating links between worksheets in separate workbooks
- Use charting tools to create and modify charts

**Who Should Attend:** Students who either attended Microsoft Excel Day 1 Introduction or have equivalent knowledge and want to gain a more complete overall understanding of the fantastic tool Microsoft Excel represents.

**Prerequisites:** Window 2000 or XP Introduction and Excel Introduction 2000-2003 Day 1 or equivalent knowledge.

## Course Outline:

### Using Multiple Worksheets

Working with Multiple Worksheets  
Creating 3-Dimensional Formulas  
Renaming and Coloring Worksheet Tabs  
Consolidating Data from Multiple Worksheets

### Manipulating Screen Display

Working With Multiple Workbooks  
Freezing Rows and Columns  
Adjusting Zoom Settings  
Displaying and Hiding Toolbars

### Working with Advanced Function

Using the NOW, DATE & VLOOKUP Functions  
Using the IF and PMT Functions

### Using Advanced Formatting Features

Using Conditional Formatting  
Creating Custom Number Formats  
Grouping and Outlining Data

### Using Advanced Print Options

Defining Page Setup Options  
Setting and Printing Print Areas  
Printing Multiple Worksheets  
Printing Workbooks

### Filtering Lists Using AutoFilter

Specify Single Comparison Criteria  
Specify Custom Criteria  
Removing Filters

### Protecting Data

Protecting Workbook Elements  
Using Worksheet and Range Protection  
Hiding and Displaying Data  
Assigning Passwords to Workbooks

### Working With Charts

Creating, Moving and Resizing Charts  
Formatting Charts  
Changing Chart Types  
Editing Chart Data and Printing Charts

### Using Comments

Creating and Printing Comments  
Displaying and Hiding Comments  
Editing and Deleting Comments  
Creating and Responding to Discussion Comments

### Working With Names

Naming Ranges and Using Range Names in Formulas  
Creating 3-D Dimensional References  
Naming Formulas  
Deleting Range Names