



## **Excel 2000 Intermediate Course**

### **Course Aims**

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This course allows the delegate to experience, in a very practical way, the power of Excel 2000. By the end of the course, the user will be competent with the following skills:

### **Course Outline**

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#### ***Worksheet Appearance***

Zoom  
Multiple Windows  
Freeze Panes

#### ***Advanced Cell Formatting***

Text Wrap  
Merge Cells  
Text Orientation  
Format Painter  
Conditional Formatting  
Select Specific Cells  
Find and Replace Text  
Paste Special

#### ***Protection***

Cell and Workbook Protection  
Hide Row, Column and Worksheet

#### ***Cell Comments***

Create, Edit and Delete Comments

#### ***Scenarios***

#### ***Views***

Create, Display and Delete Views

#### ***Reports***

#### ***Advanced Printing***

Headers and Footers  
Print Titles, an Area and a Selection  
Page Breaks

#### ***Sorting***

Sort Data and a List

#### ***Advanced Formulas***

Percentage  
Cumulative Totals  
Checking Formulas and Errors  
Data Series  
Goal seek  
Solver

#### ***Templates***

#### ***Using Names***

Create Names  
Apply and Paste Names

#### ***Lists***

Create a List  
Data Forms  
Filter Lists  
Custom AutoFilter  
Advanced Filter  
Subtotals

#### ***Linking Cells***

#### ***PivotTables***

Create and Format PivotTables  
PivotCharts  
PivotTables from External Sources

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### **Target Audience**

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This course is aimed at anyone who has some experience of Excel 2000 and wishes to examine some of the more advanced features.

### **Assumed Knowledge**

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Delegates should have be familiar with the basics of Excel 2000, either from attending our Introductory Course or knowledge gained from their own experience.