

Microsoft Excel 2000 – Level 3

Courseware Objectives

This courseware is a continuation of the *Microsoft Excel 2000 – Level 2* courseware, in which you gained more knowledge as a proficient user of Excel. You will begin with a review of these intermediate subject areas and then move to more advanced topics. Upon successful completion of this courseware, you will be able to:

- understand how to link workbooks together
- consolidate information from different worksheets
- create and modify data maps
- create a database
- search for data in the database
- create and use PivotTables
- use the Goal Seek and Solve functions to calculate optimal values
- use a data table
- use scenarios
- create and run macros
- use pick lists and data validation
- add comments to worksheet cells
- share your workbooks with other users concurrently
- merge workbooks
- use audit tools on worksheets to identify errors
- create worksheet forms with controls
- import and export data with other applications

Course Length:
6 – 8 Hours

Approximate Page Count:
180 – 200 Pages

Number of Sections:
Six Sections Plus Preface
and Appendices

Average Number of Exercises:
100



LEARN THE SKILL

Hands on, step by step exercises guide students presented immediately following a topic explanation.



DEVELOP YOUR SKILLS

Hands on, step by step exercises covering more than one feature within a module. They are presented at the end of a module.



APPLY YOUR SKILLS

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

Prerequisites

The material in this courseware assumes that you have completed the *Microsoft Excel 2000 – Level 2* courseware (or equivalent) and have a good working knowledge of the IBM-PC, and Microsoft Windows. You should also be familiar with using a mouse and the IBM PC keyboard. It is not suitable as an introduction for people who have little or no experience with Excel.

Course Outline

About This Courseware

Courseware Conventions
Courseware Objectives
Excel Skills Checklist
Review Exercise

Templates & Data Validation

Objectives of Section 1
Using Templates
Validating Data
Using Pick Lists
Summary of Section 1
Questions and Review

Complex Tables

Objectives of Section 2
Database Concepts
Database Terminology
Creating a Database
Filtering Information
Using the Data Form as a Filter

Using PivotTables
Summary of Section 2
Questions and Review

Using Multiple Workbooks

Objectives of Section 3
Linking Worksheets & Workbooks
Consolidating Data
Workgroup Functions
Summary of Section 3
Questions and Review

Analysis Tools

Objectives of Section 4
Goal Seeking
Solver
Using a Data Table
Scenarios
Auditing a Worksheet
Summary of Section 4
Questions and Review

Workbook Tools

Objectives of Section 5
Customizing Toolbars
Opening a File Automatically
Using the AutoSave
Saving a Workspace
Printing Options
Protecting Your Spreadsheets
Linking with Other Applications
Summary of Section 5
Questions and Review

Macros and Custom Forms

Objectives of Section 6
Macros in Excel
Creating Forms with Controls
Summary of Section 6
Questions and Review

Appendices

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Productivity Tools
Glossary of Terms
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MOUS Skills Checklist