

Microsoft Excel 2000 – Level 2

Courseware Objectives

This courseware is a continuation of the *Microsoft Excel 2000 – Level 1* courseware, in which you were introduced to the basics of worksheets. You will begin with a review of these basic operations and then move to more advanced topics. Upon successful completion of this courseware, you will be able to:

- apply built-in and custom formats
- change cell size and alignment
- use the Format Painter and conditional formatting
- hide and unhide rows and columns
- use styles and views
- change Excel options
- create and name ranges of cells
- use various commonly used Excel functions
- use the Fill command and the AutoFill handle
- sort a list of data
- create and use worksheet outlining
- summarize information in the database
- verify the correctness of worksheet formulas by displaying them
- integrate Excel worksheets with the Internet
- send worksheets through the Internet
- use drawing tools
- customize your chart

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 1* 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

Formatting Cells

Objectives of Section 1
Custom Cell Formats
Changing Row Height
Cell Alignment
Summary of Section 1
Questions and Review

Advanced Formatting

Objectives of Section 2
Format Painter
Conditional Formatting
Hiding/Unhiding Rows & Columns
Clearing Cell Contents
Changing Excel Options

Custom Views

Styles
Jumping to a Cell
Summary of Section 2
Questions and Review

Functions

Objectives of Section 3
Defining Names for Ranges
What are Functions?
Math and Trigonometric Functions
Statistical Functions
Financial Functions
Logical Functions
Date and Time Functions
Text Functions
Lookup and Reference
Information Functions
Summary of Section 3
Questions and Review

Using Lists of Data

Objectives of Section 4
Filling Data
Using AutoFill
Finding and Replacing Data
Sorting Data
Outlining Worksheets
Summarizing Data
Checking Worksheets Formulas
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Questions and Review

Internet & Drawing Tools

Objectives of Section 5
Using Internet Tools
Drawing
Summary of Section 5
Questions and Review

Customizing Charts

Objectives of Section 6
Customizing a Chart
Modifying Chart Options
Formatting the Legend
Formatting an Axis
Formatting Text
Formatting Data Series
Formatting Plot and Chart Area
Adding New Data
Changing Chart Type
Pie Charts
Summary of Section 6
Questions and Review

Appendices

Projects and Case Studies
Productivity Tools
Glossary of Terms
Answers to Review Questions
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MOUS Skills Checklist