

# Excel 2000 Advanced

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basic features of Excel 2000. We recommend you first take a Windows class, Excel 2000 Worksheets, and Excel 2000 Charting and Organizing Data before Excel 2000 Advanced or equivalent knowledge.

## Course Content

### Lesson 1: Customizing the Work Area

- Working with Built-in Toolbars
- Using Custom Toolbars
- Creating and Using Styles
- Using Templates

### Lesson 2: Advanced Formula Construction

- Using Names
- Using the IF Function
- Using the VLOOKUP Function
- Using IS Functions and the Auditing Features

### Lesson 3: Using Pivot Tables

- Creating Pivot Tables
- Modifying Pivot Tables
- Grouping and Summarizing Data in Pivot Table
- Creating Interactive PivotTables for the Web

### Lesson 4: Working with Multiple Worksheets

- Working with Workbooks
- Linking Cells in Different Workbooks
- Workbook versus Links and Workspaces
- Sharing and Merging Workbooks

### Lesson 5: Consolidating and Analyzing Data

- Consolidating Data from More than One Worksheet
- Using the Goal Seek and Solver Utilities
- Using Scenario Manager to View a Worksheet with Different Input Values

### Lesson 6: Using Protection and Display Options

- Using Comments
- Protecting Workbooks
- Using Custom Views

### Lesson 7: Introduction to Macros

- Running Macros
- Recording a Macro
- Viewing and Editing VBA Code

### Lesson 8: Working with Interactive Excel Web Documents

- Saving Excel Worksheets as Web Documents
- Spreadsheet Web Components