



Excel 2000: Charting and Organizing Data

Course number: 074201

Course length: 1 day

Certification

The combined content of the Excel 2000: Worksheets and Excel 2000: Charting and Organizing Data courses satisfies the requirements for the Certified Microsoft Office User for Excel 2000 at the Proficient level.

Course description

Overview: Students will learn the skills and concepts necessary to create charts and to use the list-management capabilities of Excel 2000.

Prerequisites: Windows 98: Introduction and Excel 2000: Worksheets, or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to represent data graphically and maintain and manage lists.

Target student: Students enrolling in this course should understand data types (text, numbers, and formulas) and the use of the menu system for copying data and for opening and saving files.

What's next: Excel 2000: Advanced is the third course in this series. Students can take Excel 2000: Advanced to learn advanced features.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create charts that graphically represent worksheet data.
- Modify charts.
- Customize charts by applying formatting.
- Enhance worksheets and charts by using the drawing tools to add graphic objects.
- Sort information in a list by using the Data, Sort command.
- Locate information quickly in a list that meets specified conditions by using the Advanced filter feature.