



Excel 2000: Advanced

Course specifications

Course number: 074 202

Course length: 1 day

Course description

Overview: Students will learn various advanced techniques for analyzing and manipulating data in Excel such as Customizing toolbars, create decision-making functions, create pivot tables, consolidate worksheets and analyze worksheet data, record and modify macros and Create and work with interactive Web documents.

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 work with advanced features of Excel 2000.

Target student: Students enrolling in this course should understand basic concepts involved in using Excel 2000. For example, they should be familiar with data types (text and values), copying data, basic formulas and functions, and opening and saving files.

What's next: *Excel 2000: Advanced* is the last course in this series.

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:

- Customize toolbars and create styles and templates.
- Create decision-making functions.
- Analyze worksheet data by creating pivot tables.
- Compare and contrast workbook files and file links.
- Outline and consolidate worksheets and analyze worksheet data by using the Scenario Manager.
- Display and protect worksheet data by locking cells.
- Record and modify macros by using the Visual Basic Editor.
- Create and work with interactive Web documents.