

Microsoft Excel 2000 Module 2

General Description	This course covers aspects of Microsoft Excel beyond building basic workbooks, and includes areas such as sorting and filtering, advanced formulas and functions, linking, and automating workbook operations using macros.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • use names and labels • protect data in worksheets and workbooks • use the various Lookup function • nest functions to create complex formulas • use advanced filters to analyse data in a list • use a variety of data validation techniques • use goal seeking to determine the values required to reach the desired result • create, use and modify data tables • create and work with scenarios and the Scenario Manager • create, modify and work with PivotTables • group cells and use outlines to manipulate the worksheet • use linking to create more efficient workbooks • share workbooks with other users • combine data in separate worksheets or workbooks using consolidation • publish workbooks and worksheets for the web • create recorded macros in Excel • use the macro recorder to create a variety of macros • confidently open workbooks that contain macros.
Target Audience	This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.
Prerequisites	This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook, enter simple formulas, and perform simple formatting of the data.
Pages	150 pages
Approx* Duration	12.8 hours
Course Disk	Student files for this publication can be downloaded free of charge from our website at www.watsoniapublishing.com . Follow the student file links on the home page. The product code required to download these student files is INF109.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Monday, September 27, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information

Microsoft Excel 2000

Module 2

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Product Information