

Microsoft Excel 2000 Level 3

General Description	The skills and knowledge covered in this publication are sufficient to modify the layout of worksheets and the data presented in them using a variety of tools.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"> • nest functions to create complex formulas • use advanced filters to analyse data in a list • 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 • combine data in separate worksheets or workbooks using consolidation • use linking to create more efficient workbooks • publish workbooks and worksheets for the web • create recorded macros in Excel • use the macro recorder to create a variety of macros.
Target Audience	This publication is primarily designed for people who know how to use the basic features of Microsoft Excel 2000, and who would like to expand their knowledge to incorporate some of the more advanced features available.
Prerequisites	This publication assumes a prior knowledge of Microsoft Excel 2000 consistent with the skills detailed in the publication INF112 - Microsoft Excel 2000 Level 2. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Pages	91 pages
Approx* Duration	7.1 hours
Course Disk	Student exercises for this course can be downloaded from our website www.watsoniapublishing.com .
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 Wednesday, December 17, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Microsoft Excel 2000 Level 3

Contents

Nesting Functions Workshop

1. Scoping A Formula
2. Developing A Nested Function
3. Creating A Nested Function
4. Editing A Formula With Nested Functions
5. Copying A Formula With Nested Functions
6. Concatenation

Advanced Filters

1. Advanced Filter Concepts
2. Using An Advanced Filter
3. Extracting Records With Advanced Filter
4. Using Formulas In Criteria
5. Using Database Functions

Goal Seeking

1. Goal Seek Components
2. Using Goal Seeking

Data Tables

1. Using A Simple What-If Model
2. Creating A One-Variable Table
3. Using One-Variable Data Tables
4. Creating A Two-Variable Data Table

Scenarios

1. Creating A Default Scenario
2. Creating Scenarios
3. Using Names in Scenarios
4. Displaying Scenarios
5. Creating A Scenario Summary Report
6. Merging Scenarios

PivotTables

1. PivotTable Theory
2. Creating A Simple PivotTable
3. Adding A Row Field To A PivotTable
4. Using The Page Field In A PivotTable
5. Filtering Row And Column Values
6. Formatting A PivotTable
7. Counting With PivotTables
8. PivotTable Summary And Display Options
9. Show Data As Percentages In PivotTables
10. Calculated Fields In PivotTables
11. Calculated Items In PivotTables
12. Creating A PivotChart
13. Modifying A PivotChart Via The PivotTable

Consolidation

1. Consolidating Data With Identical Layouts
2. Consolidating Data With Different Layouts
3. Consolidating Data Using A PivotTable

Linking Workbooks

1. Linking Data In Excel
2. Linking Within A Workbook
3. Linking Between Workbooks
4. Updating Links Between Workbooks

Excel On The Web

1. Previewing Workbooks As Web Pages
2. Publishing A Static Worksheet
3. Adding To An Existing Web Page
4. Publishing An Interactive Web Page

Recorded Macros

1. Recording A Simple Macro
2. Running A Recorded Macro
3. Relative Cell References
4. Running A Macro With Relative References
5. Viewing A Macro Module
6. Modifying A Recorded Macro

Recorder Workshop

1. Preparing Data For An Application
2. Recording A Summation Macro
3. Recording Consolidations
4. Recording Divisional Macros
5. Testing Macros
6. Creating Objects To Run Macros
7. Assigning A Macro To An Object

Your supplier is:

Product Information