

## Microsoft Excel 2000 Level 2 (with Practice Extensions)

<b>General Description</b>	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.
<b>Learning Outcomes</b>	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"><li>• work with one or more workbooks at once</li><li>• format cells and ranges in a workbook</li><li>• adjust a worksheet to better accommodate data</li><li>• work with absolute and relative cell references</li><li>• use names and labels</li><li>• use the various Lookup function</li><li>• group cells and use outlines to manipulate the worksheet</li><li>• protect data in worksheets and workbooks</li><li>• sort data into alphabetical and numerical order</li><li>• use autofilter to display data in lists selectively.</li></ul>
<b>Target Audience</b>	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.
<b>Prerequisites</b>	This publication assumes a prior knowledge of Microsoft Excel 2000 consistent with the skills detailed in the publication INF111 - Microsoft Excel 2000 Level 1. 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.
<b>Pages</b>	123 pages
<b>Approx* Duration</b>	8.4 hours
<b>Course Disk</b>	Student exercises for this course can be downloaded from our website <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .
<b>Methodology</b>	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.
<b>Companion Publications</b>	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 <a href="http://www.watsoniapublishing.com">www.watsoniapublishing.com</a> .

*\* 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.*



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