

## Microsoft Excel 2000 Advanced Level

---

### Course Objectives:

This course is designed for experienced users of Microsoft Excel 2000 who wish to enhance their skills. Delegates will learn how to use the advanced features of Excel, such as database facilities, pivot tables and macros.

### Prior Knowledge Required:

Experience of working with Microsoft Excel is required. Ideally delegates should have attended the Introductory Level course or have equivalent knowledge.

**Course Duration:** 2 days, but course contents can be tailored if required.

### Advanced Conditional Logic

- Nested Formulae
- Multiple Conditions

### Lookup Tables

- Creating Lookup Tables
- Lookup Formulae

### Outlining

- Creating an Outline
- Changing an Outline
- Using Styles in an Outline

### Consolidation

- Consolidating Ranges from Different Files
- Using Links and Labels

### Conditional Number Formatting

- Creating Number Formats
- Applying Conditional Formats

### Manipulating Data

- Using Text Functions
- Joining Different Types of Data
- Sorting Lists of Data
- Customising Toolbars

### Using Filters

- Custom Filters
- Advanced Filters

### Working With Lists

- Using the Data Form
- Sorting a List
- Summarising Data in a List

### Working With a Database

- Using a List as a Database
- Editing a Database
- Finding Records
- Using AutoFilter and Filter Criteria
- Database Statistics

### Using Analysis Tools

- Goal Seek
- Scenario Manager
- Custom Views
- Creating Reports
- Using Data Tables

### Pivot Tables and Pivot Charts

- Creating and Updating a Pivot Table
- Adding and Removing Fields
- Pivot Table Layouts
- Grouping Items
- Applying AutoFormats
- Creating a Pivot Chart

### Macros

- Understanding the Concepts of a Macro
- Recording a Macro
- Running a Macro
- Assigning Macros to Menus, Toolbars and Buttons

Microsoft



Lotus CLP™

Microsoft Education Resource Centre



INVESTOR IN PEOPLE

Quality Training (Scotland) Limited

T/F 01259 763332

E info@quality-training.co.uk

www.quality-training.co.uk

 Training for a brighter future