

## Microsoft Excel 2000 Introductory Level

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### Course Objectives:

This course is designed for new users of Microsoft Excel 2000 and for users with limited experience. Delegates will learn how to use Excel to create and edit spreadsheet models, and to produce presentable printed reports.

### Prior Knowledge Required:

No prior knowledge of spreadsheets is assumed but some basic PC and Windows experience is required.

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

### Introduction

- Spreadsheet Concepts
- Launching Excel 2000

### The Excel Environment

- Exploring the Excel Screen Layout
- Using Menus and Toolbars
- Using the Office Assistant
- Navigating Around a Worksheet

### Creating a Worksheet

- Entering Data
- Editing Data
- Deleting Data
- The Undo/Redo Facility
- Selecting Cell Ranges

### Using Formulae

- Creating Formulae
- Editing Formulae

### File Operations

- Saving, Closing and Opening a Workbook

### Moving and Copying Data

- Moving Data
- Copying Data
- Using the Fill Handle
- Absolute Cell Referencing

### Functions

- Creating Statistical Functions
- Using the AutoSum Tool
- Auto Calculate
- Conditional Logic

### Formatting a Worksheet

- Inserting and Deleting Rows and Columns
- Font Formatting
- Number Formatting
- Adjusting Column Widths & Row Heights
- Data Alignment
- Using Borders, Shading and Colours
- AutoFormat
- Creating Cell Notes
- Protecting Data

### Producing Charts

- Creating Charts & Embedded Charts
- Formatting Charts

### Viewing Modes

- Using Panes
- Zoom Control

### Multiple Worksheets

- Creating and Using Templates
- Linking Worksheets and Workbooks
- Copying and Pasting Between Worksheets

### Printing and Page Layouts

- Printing Documents
- Page Set Up
- Setting Page Breaks
- Changing Margins
- Adding Headers and Footers
- Print Preview

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