



1). TEMPLATES AND STYLES

WHAT ARE TEMPLATES?

CREATING TEMPLATES

To create a template

USING TEMPLATES

WHAT ARE STYLES?

CREATING AND USING STYLES

To create a style

To use a style

To edit a style

2). IMPORTING DATA

WHY IMPORT DATA?

THE TEXT WIZARD

To import text into a sheet using the Text Wizard

IMPORTING FROM A DATABASE DATABASE TERMINOLOGY

USING MICROSOFT QUERY

To Create a New Query

3). 'WHAT IF' UTILITIES

EXCEL 'WHAT IF?' TYPE UTILITIES

GOAL SEEK

Goal Seek - an example

GRAPHICAL GOAL SEEKING

SCENARIO MANAGER

Scenario Manager - an example

To show a scenario

To view an alternative scenario

SOLVER

SOLVER TERMINOLOGY

SOLVER – AN EXAMPLE

4). MACROS AND CUSTOM CONTROLS

WHAT ARE MACROS?

TO RECORD A MACRO

To assign a macro to a shortcut key

RUNNING MACROS

To run a macro using the Tools Macro command

To run a macro assigned to a shortcut key

CREATING A BUTTON IN A WORKSHEET AND ASSIGNING A MACRO TO IT

To create a button and assign a macro to it

ATTACHING MACROS TO A BUTTON

To assign a macro to a button which already exists

To delete a button from a worksheet

DRAWING, EDITING AND FORMATTING BUTTONS

To draw a button on a worksheet

To change a button name

To format the text inside a button

5). CUSTOMIZING EXCEL

CUSTOMIZING EXCEL 2000 - OPTIONS

To view Excel Options

CUSTOMIZING TOOLBARS

To move a toolbar

To customize a toolbar

To reset a toolbar which you have customized

6). SECURITY AND PROOFING WITHIN EXCEL



AUDITING AND SECURITY FEATURES WITHIN EXCEL 200

THE SPELL CHECKER

To use the spell checker

To display a comment

To edit a comment

To delete a comment

WHAT ARE SHARED WORKBOOKS?

To allow workbook sharing

ADVANCED WORKBOOK SHARING OPTIONS

To customize the Advanced Workbook Sharing Options

DATA VALIDATION

To set data validation for a range of cells

To set Input messages

To display Input messages

To set Error Alerts

To display an error alert

WORKBOOK PASSWORD PROTECTION

To specify a password for opening a workbook

To specify a password for saving a workbook

To use the 'Read-only recommended' option

To use the 'Always create backup' option

To remove a password from an Excel workbook

WORKBOOK PROTECTION

To protect a workbook

To un-protect a workbook

WORKSHEET PROTECTION

To protect a worksheet

To un-protect a worksheet

To hide an entire sheet

To hide a row

To hide a column

CELL PROTECTION

To protect a cell

EXCEL 2000 AUDITING TOOLS

AUDITING WORKSHEETS

To use tracers to audit a worksheet

To trace the precedents of a cell

To trace the dependants of a cell

To trace errors in a cell

CELL COMMENTS

To add a comment

7) PIVOT TABLES

8). DATA MAPS

WHAT ARE DATA MAPS?

To create a data map

THE DATA MAP CONTROL DIALOG BOX

PLACING DATA ON A MAP

To place data onto a map

FORMATTING A DATA MAP

To reposition items on the map

To reposition a map within its frame

To center the map

To add labels to a map

To add text to a map

To create a custom pin

To view whole map

To redraw a data map

9). CONSOLIDATION

WHAT IS CONSOLIDATION?

To consolidate data over several worksheets or worksheet pages

CONSOLIDATING ROWS AND COLUMNS

To consolidate selected rows and columns from several worksheets or pages