



Worksheets, a further look

- Renaming worksheets
- Deleting and inserting worksheets
- Finding files
- Displaying other toolbars
- Customizing the look of the toolbars & menus
- Freeze panes
- Grouping and ungrouping worksheets
- The series command

Further formatting techniques

- Conditional formatting
- Creating new styles based on existing cell formatting
- Using colors in Excel 2000
- Using colors based on values
- Gridlines
- Hiding data and re-displaying data

Further functions

- What are functions?
- Using paste function
- The if() function
- Data validation functions
- The hlookup / vlookup functions
- A sample hlookup
- The choose function
- Entering a choose function
- The date functions
- Mathematical date functions
- Time functions
- Text manipulation functions

Database and list management

- What is a database?
- Excel 2000 databases
- Database terminology
- Creating, editing and navigating a database
- Sorting an internal Excel 2000 database

- What is autofilter?
- Filtering data
- Top 10 autofilter
- Advanced filtering
- Totaling and manipulating filtered data
- Creating subtotals
- Using data forms
- The Excel 2000 data form

Customizing charts

- The chart wizard
- Adding and removing data
- Changing data by dragging and dropping columns
- Formatting the chart area
- Chart formatting - legends
- Chart formatting - axis
- Chart formatting - the plot area
- Chart formatting - gridlines
- Chart formatting - the data series

Drawing and pictures

- Drawing lines, boxes, ovals and arcs
- Using autoshapes
- Creating text boxes
- Pictures
- Bring to front/send to back
- Grouping and un-grouping objects

Excel 2000 and other applications

- Using the conversion feature
- Cut, copy and paste - using the clipboard
- Using paste special
- OLE - embedding vs. Linking
- Linking data from other worksheets
- Linking data from Word
- Linking data to Word