

Excel 2000 foundation

A first look at Excel 2000

- ◆ The advantages of using Excel 2000
- ◆ What are workbooks and worksheets?
- ◆ Creating and opening workbooks
- ◆ Entering data
- ◆ Further data entry techniques
- ◆ Autocorrect
- ◆ Autocomplete
- ◆ Using the pick list
- ◆ Navigating in the worksheet
- ◆ Selecting items within Excel 2000
- ◆ Inserting and deleting cells, rows and columns
- ◆ Saving workbooks
- ◆ Moving between worksheets
- ◆ Using the spelling checker
- ◆ Closing an Excel 2000 workbook
- ◆ Exiting Excel 2000

A closer look at the Excel 2000 screen

- ◆ The standard toolbar
- ◆ The formatting toolbar
- ◆ Selecting worksheet views
- ◆ Undo and repeat
- ◆ The office assistant

Formatting and customizing data

- ◆ Formatting options within Excel 2000
- ◆ Alignment
- ◆ Data indentation and rotation
- ◆ To center items in a cell/cells
- ◆ Using fonts
- ◆ Formatting numbers
- ◆ Decimal places

- ◆ Formatting columns and rows
- ◆ Deleting cells, formats, objects and worksheets
- ◆ Adding, editing and removing borders
- ◆ Using Autoformat
- ◆ Copying data
- ◆ Copying data using drag and drop
- ◆ Copying columns and rows

Formulas, functions and named ranges

- ◆ Formulas
- ◆ Operator evaluation order within Excel 2000
- ◆ Functions
- ◆ Using the sum function
- ◆ Other commonly used functions
- ◆ Using paste function
- ◆ Naming cells and ranges
- ◆ Using named ranges with formulas

Introducing charts

- ◆ Creating a chart
- ◆ Manipulating charts
- ◆ Changing the chart type

Printing

- ◆ Page setup
- ◆ Margins
- ◆ Centering printed output
- ◆ Headers and footers
- ◆ Sheet printing options
- ◆ Choosing a printer and changing settings
- ◆ Printing a worksheet
- ◆ Printing multiple files