

Excel 2000 advanced

Templates and styles

- ◆ What are templates?
- ◆ Creating templates
- ◆ Using templates
- ◆ What are styles?
- ◆ Creating and using styles

Importing data

- ◆ Why import data?
- ◆ The text wizard
- ◆ Importing from a database
- ◆ Database terminology
- ◆ Using Microsoft query

“what if?” Utilities

- ◆ Excel “what if?” Type utilities
- ◆ Goal seek
- ◆ Graphical goal seeking
- ◆ Scenario manager
- ◆ Solver
- ◆ Solver terminology and examples

Macros and custom controls

- ◆ What are macros?
- ◆ To record a macro
- ◆ Running macros
- ◆ Creating a button in a worksheet and assigning a macro to it
- ◆ Attaching macros to a button
- ◆ Drawing, editing and formatting buttons

Customizing Excel

- ◆ Customizing Excel 2000 - options
- ◆ Customizing toolbars

Security and proofing within Excel

- ◆ Auditing and security features within Excel 2000
- ◆ The spell checker
- ◆ What are shared workbooks?
- ◆ Advanced workbook sharing options
- ◆ Data validation
- ◆ Workbook password protection
- ◆ Workbook protection
- ◆ Worksheet protection
- ◆ Cell protection
- ◆ Excel 2000 auditing tools
- ◆ Auditing worksheets
- ◆ Cell comments

Data maps

- ◆ What are data maps?
- ◆ The data map control dialog box
- ◆ Placing data on a map
- ◆ Formatting a data map

Consolidation

- ◆ What is consolidation?
 - ◆ Consolidating rows and columns
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