



Excel 2000 / XP Intermediate

A 1 day course exploring some deeper aspects of Excel

Delegate Requirements:

A basic knowledge of Excel, keyboard and mouse familiarity

Course Outline

Using named ranges

Adding, removing and renaming worksheets

Linking worksheets together

Using logical functions

Using lookup functions

Protecting a Spreadsheet

Creating a database

Using AutoFilter

Using Advanced Filtering

Using the data functions

Using cell notes

Customising charts

Pivot Tables

Creating Subtotals

White Horse Computer Training

For further details, please e-mail: jgale@whitehorsect.demon.co.uk