

---

# EXCEL 2000 LEVEL 2

|  |           |
|--|-----------|
| <b>ABOUT VICON .....</b>                                     | <b>I</b>  |
| <b>COPYRIGHT &amp; TRADEMARKS.....</b>                       | <b>I</b>  |
| <b>DISCLAIMER .....</b>                                      | <b>I</b>  |
| <b>LESSON 1 - USING AUTOMATIC FORMATTING AND STYLES.....</b> | <b>1</b>  |
| Using Automatic Formatting Features .....                    | 2         |
| Applying an AutoFormat.....                                  | 2         |
| Changing AutoFormat Options .....                            | 4         |
| Extending List Formats and Formulas.....                     | 5         |
| Creating a Style by Example .....                            | 7         |
| Applying a Style.....  | 9         |
| Creating a New Style.....                                    | 10        |
| Modifying a Style .....                                      | 12        |
| Merging Styles .....   | 14        |
| Exercise .....   | 16        |
| Using Automatic Formatting and Styles .....                  | 16        |
| <b>LESSON 2 - WORKING WITH DATA SERIES .....</b>             | <b>19</b> |
| Using the Series Command .....                               | 20        |
| Creating a Linear Series .....                               | 21        |
| Creating a Date Series .....                                 | 23        |
| Using a Stop Value.....                                      | 24        |
| Exercise .....   | 27        |
| Working with Data Series .....                               | 27        |
| <b>LESSON 3 - USING CONDITIONAL AND CUSTOM FORMATS.....</b>  | <b>29</b> |
| Applying Conditional Formats .....                           | 30        |
| Changing a Conditional Format .....                          | 32        |
| Adding a Conditional Format .....                            | 33        |
| Deleting a Conditional Format .....                          | 35        |
| Creating a Custom Format.....                                | 36        |
| Exercise .....   | 40        |
| Using Conditional and Custom Formats .....                   | 40        |

|   |           |
|---|-----------|
| <b>LESSON 4 - USING LARGE WORKSHEETS .....</b>          | <b>41</b> |
| Increasing the Magnification .....                      | 42        |
| Decreasing the Magnification.....                       | 43        |
| Changing the Magnification of a Range.....              | 45        |
| Switching to Full Screen View .....                     | 46        |
| Splitting the Window.....                               | 48        |
| Removing Split Windows.....                             | 50        |
| Freezing the Panes .....                                | 51        |
| Unfreezing the Panes .....                              | 52        |
| Exercise .....  | 54        |
| Using Large Worksheets .....                            | 54        |
| <b>LESSON 5 - WORKING WITH MULTIPLE WORKSHEETS.....</b> | <b>57</b> |
| Using Multiple Worksheets .....                         | 58        |
| Navigating between Worksheets .....                     | 59        |
| Selecting Worksheets .....                              | 60        |
| Renaming Worksheets.....                                | 61        |
| Selecting Multiple Worksheets.....                      | 62        |
| Inserting Worksheets .....                              | 63        |
| Deleting Worksheets .....                               | 65        |
| Printing Selected Worksheets.....                       | 66        |
| Exercise .....  | 68        |
| Working with Multiple Worksheets .....                  | 68        |
| <b>LESSON 6 - MANAGING WORKSHEETS.....</b>              | <b>69</b> |
| Copying Worksheets .....                                | 70        |
| Moving Worksheets.....                                  | 71        |
| Using Grouped Worksheets.....                           | 72        |
| Moving Data between Worksheets.....                     | 73        |
| Copying Data between Worksheets.....                    | 74        |
| Creating 3-D Formulas .....                             | 76        |
| Using Functions in Worksheets.....                      | 78        |
| Exercise .....  | 80        |
| Managing Worksheets.....                                | 80        |
| <b>LESSON 7 - WORKING WITH OUTLINES.....</b>            | <b>83</b> |
| Applying an Outline .....                               | 84        |

|  |            |
|--|------------|
| Expanding/Collapsing an Outline.....                   | 86         |
| Modifying Outline Settings .....                       | 87         |
| Clearing an Outline.....                               | 88         |
| Using Auto Outline.....                                | 89         |
| Exercise .....   | 91         |
| Working with Outlines .....                            | 91         |
| <b>LESSON 8 - USING PASTE SPECIAL.....</b>             | <b>93</b>  |
| Working with Paste Special.....                        | 94         |
| Copying Formats between Worksheets .....               | 95         |
| Copying Values between Worksheets .....                | 96         |
| Copying Formulas between Worksheets .....              | 97         |
| Performing Mathematical Operations .....               | 99         |
| Exercise .....   | 101        |
| Using Paste Special .....                              | 101        |
| <b>LESSON 9 - WORKING WITH LABELS IN FORMULAS.....</b> | <b>103</b> |
| Using Labels in Formulas.....                          | 104        |
| Using Labels to Define a Range.....                    | 104        |
| Using Multiple Stacked Headings .....                  | 106        |
| Referring to Individual Cells .....                    | 108        |
| Exercise .....   | 111        |
| Working with Labels in Formulas.....                   | 111        |
| <b>LESSON 10 - MANAGING DATA.....</b>                  | <b>113</b> |
| Sorting Lists .....                                    | 114        |
| Sorting in Ascending/Descending Order.....             | 114        |
| Finding Data .....                                     | 116        |
| Replacing Data .....                                   | 118        |
| Exercise .....   | 121        |
| Managing Data .....                                    | 121        |
| <b>LESSON 11 - MANAGING FILES.....</b>                 | <b>123</b> |
| Changing Workbook Properties .....                     | 124        |
| Selecting File Views.....                              | 125        |
| Finding Files based on Criteria.....                   | 127        |
| Clearing Search Criteria .....                         | 130        |

|   |            |
|---|------------|
| Searching by File Name .....                      | 131        |
| Sorting Excel Files .....                         | 132        |
| Copying Excel Files to a Floppy Diskette .....    | 134        |
| Exercise .....                                    | 136        |
| Managing Files .....                              | 136        |
| <b>LESSON 12 - USING MULTIPLE WORKBOOKS .....</b> | <b>137</b> |
| Opening Multiple Workbook Windows .....           | 138        |
| Cascading Open Workbook Windows .....             | 139        |
| Activating Cascaded Workbook Windows.....         | 141        |
| Viewing Multiple Workbook Windows .....           | 142        |
| Activating Tiled Workbook Windows .....           | 144        |
| Copying Data between Workbooks.....               | 144        |
| Saving a Workspace .....                          | 146        |
| Closing All Open Workbooks .....                  | 147        |
| Opening a Workspace.....                          | 149        |
| Linking Workbooks.....                            | 150        |
| Opening Linked Workbooks .....                    | 152        |
| Exercise .....                                    | 153        |
| Using Multiple Workbooks .....                    | 153        |
| <b>INDEX.....</b>                                 | <b>155</b> |