

---

# EXCEL 2000 LEVEL 5

<b>ABOUT VICON .....</b>	<b>I</b>
<b>COPYRIGHT &amp; TRADEMARKS.....</b>	<b>I</b>
<b>DISCLAIMER .....</b>	<b>I</b>
<b>LESSON 1 - CUSTOMIZING EXCEL PREFERENCES.....</b>	<b>1</b>
Setting View Options .....	2
Setting Edit Options .....	4
Setting General Options .....	5
Exercise .....	7
Customizing Excel Preferences.....	7
<b>LESSON 2 - USING TEMPLATES .....</b>	<b>9</b>
Working with Templates .....	10
Saving a Workbook as a Template .....	10
Using a Template.....	12
Editing a Template .....	15
Inserting a New Worksheet .....	17
Deleting a Template .....	18
Creating Default Templates.....	19
Exercise .....	20
Using Templates.....	20
<b>LESSON 3 - CREATING/REVISING PIVOTTABLES.....</b>	<b>23</b>
Creating a PivotTable Report .....	24
Adding PivotTable Report Fields .....	26
Selecting a Page Field Item .....	29
Refreshing a PivotTable Report .....	30
Changing the Summary Function .....	31
Adding New Fields to a PivotTable Report.....	32
Moving PivotTable Report Fields .....	34
Hiding and Unhiding Items .....	35
Deleting PivotTable Report Fields .....	36
Creating a Page Field Report.....	37

Formatting a PivotTable Report .....	38
Creating a PivotChart Report .....	40
Creating Interactive PivotTables - Web .....	43
Adding Fields to a PivotTable - Browser .....	46
Exercise .....	50
Creating/Revising PivotTables.....	50
<b>LESSON 4 - WORKING WITH COMMENTS.....</b>	<b>53</b>
Creating Comments .....	54
Viewing a Comment.....	56
Using the Reviewing Toolbar.....	56
Printing Comments .....	58
Exercise .....	59
Working with Comments .....	59
<b>LESSON 5 - WORKING WITH VIEWS .....</b>	<b>61</b>
Using Views .....	62
Creating a Normal View.....	62
Creating a Custom View .....	63
Displaying a View .....	64
Deleting a View.....	65
Exercise .....	67
Working with Views .....	67
<b>LESSON 6 - SOLVING PROBLEMS.....</b>	<b>69</b>
Using Solver .....	70
Saving a Solution as a Scenario.....	73
Restoring the Original Values .....	74
Changing a Constraint .....	75
Creating a Solver Report .....	76
Using Scenarios to View Solutions .....	78
Exercise .....	80
Solving Problems .....	80
<b>LESSON 7 - USING SCENARIOS AND GOAL SEEKING .....</b>	<b>83</b>
Using the Scenario Manager.....	84
Creating a Scenario.....	84

Displaying a Scenario.....	86
Editing a Scenario .....	88
Creating a Scenario Summary Report .....	89
Using Goal Seek.....	91
Exercise .....	93
Using Scenarios and Goal Seeking .....	93
<b>LESSON 8 - USING THE REPORT MANAGER.....</b>	<b>95</b>
Working with the Report Manager.....	96
Using Sheets in a Report .....	96
Printing a Report.....	99
Using Scenarios and Views in a Report .....	100
Reordering Sections in a Report.....	102
Exercise .....	104
Using the Report Manager .....	104
<b>LESSON 9 - USING AUDITING TOOLS.....</b>	<b>107</b>
Displaying the Auditing Toolbar.....	108
Displaying/Removing Dependent Arrows.....	108
Displaying/Removing Precedent Arrows .....	111
Removing Tracer Arrows.....	112
Tracing Cells Causing Errors .....	113
Exercise .....	116
Using Auditing Tools .....	116
<b>LESSON 10 - SHARING WORKBOOKS.....</b>	<b>119</b>
Using Shared Workbooks.....	120
Saving a Shared Workbook .....	121
Viewing Users Sharing a Workbook.....	122
Viewing Shared Workbook Changes .....	124
Displaying Comment Boxes.....	125
Changing the Update Frequency .....	127
Highlighting Changes.....	128
Managing Conflicting Changes.....	131
Resolving Conflicting Changes.....	132
Setting Change History Options.....	134
Creating the History Worksheet .....	135

Reviewing Tracked Changes .....	137
Merging Shared Workbook Files .....	139
Exercise .....	141
Sharing Workbooks .....	141
<b>LESSON 11 - CONSOLIDATING WORKSHEETS.....</b>	<b>143</b>
Consolidating Worksheets.....	144
Consolidating by Category .....	145
Consolidating by Position.....	148
Exercise .....	152
Consolidating Worksheets.....	152
<b>LESSON 12 - WORKING WITH THE DATA MAP .....</b>	<b>155</b>
Using the Data Map.....	156
Organizing the Map Worksheet.....	156
Creating a Basic Map .....	157
Refreshing a Map .....	160
Changing the Map Format Type.....	161
Inserting Data into a Map.....	162
Deleting a Chart Format .....	164
Magnifying and Moving a Map.....	165
Printing the Data Map .....	166
Exercise .....	168
Working with the Data Map.....	168
<b>INDEX.....</b>	<b>171</b>