

MICROSOFT EXCEL 2000 FUNDAMENTALS

Who should attend?

This course is designed for those individuals in the semiconductor industry who require the knowledge of Microsoft Excel 2000 fundamentals

Course Benefits

Provide technical foundation necessary to work effectively with pertinent software applications.

Provide understanding of function, operation, manipulation and integration of each software application.

Course Objectives

- Create and save a new workbook.
- Add and manipulate worksheets.
- Enter and manipulate data in single and multiple cells.
- Use formulas and functions.
- Format workbooks, worksheets and cells.
- Change fonts and data formats.

Course Modules

1. *Getting Started*
2. *Working with Data*
3. *Formatting Worksheets*

Registration Information

Prerequisites:

- *Basic knowledge of Microsoft Windows 98 or 2000 programs*

Course Length: 8 Hours

Course Type: Web-based Training

Course Number: TRNWNG-33

To enroll or for more information on our products and services, please call our registrar at one of the numbers below or go to www.appliedtraining.com.

- 1-800-468-8888, option 4 (United States)
- 1-512-272-0027 (International)

Computer System Requirements:

Attending this course requires a Windows 98, NT, 2000 or XP computer using Internet Explorer 5.5 or higher. 128MB RAM or higher and high-speed Internet access is also highly recommended.