

MICROSOFT EXCEL 2000 PROFICIENT USER

Who should attend?

This course is designed for those individuals in the semiconductor industry who require proficiency with Microsoft Excel 2000.

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

- Format and print data in a worksheet.
- Make worksheet calculations by using the advanced formulas and functions Manipulate data in a worksheet.
- Create and edit workbooks for integrating with Web technology add and modify charts, graphics and 3D shapes to a worksheet.

Course Modules

1. *Managing Display Properties*
2. *Advanced Calculation Techniques*
3. *Data Manipulation*
4. *Outlining and Web Integration*
5. *Charts and Drawing Objects*

Registration Information

Prerequisites:

- *Microsoft Excel 2000 Fundamentals (TRNWNG-33)*

Course Length: 8 Hours

Course Type: Web-based Training

Course Number: TRNWNG-34

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.