

Microsoft Excel 2000

Product Overview

Published: October 1998

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Introduction

Easy Collaboration and Information Sharing

By elevating HTML to the same level as its own proprietary file format, Microsoft® Excel 2000 allows users to easily create and share rich Web documents with the same Microsoft Office tools they use to create printed documents. The most important benefit of this greatly enhanced integration with the Web is that rich Excel content is universally viewable by anyone with a browser.

Rich Analysis Tools for Better Decision Making

As more and more corporations move to intranets for delivering corporate information, users need better ways to access that information. The new and improved tools in Excel 2000 make this job easier while helping to ensure better results.

Software that is Easy to Use and Manage

Microsoft Excel 2000 enhances its reputation for ease of use with new functions and features that are designed to help users to work faster and more effectively than ever.

Benefits and Features

Easy Collaboration and Information Sharing

The HTML document format is at the heart of the Internet/intranet revolution. The unparalleled support of Excel 2000 for HTML allows people to continue to work with the tools they use every day to create content for the growing information network. Users choosing HTML as the Excel default file format will experience similar functionality to that of the Excel .XLS file format, with the added capability of viewing the spreadsheet in a Web browser.

- *HTML as Companion File Format.* After converting files to HTML, users often want to make changes or edit the formatting of the document. Excel 2000 makes this easy because when converting a document to HTML, it preserves the rich features of the original spreadsheet. This allows users to “round-trip,” re-open the HTML file in Excel, and receive the same functionality, formatting and edit state as when originally created. This ability to round-trip features and formatting provides a way to make HTML documents easily accessible through a browser, while maintaining the original edit state of the documents.
- *Load/Save HTML.* Users can create documents in Excel, save them as HTML, open them later in Excel, and still use the features available in Excel. Excel’s features will be preserved during the “round-trip” from Excel to HTML and then back to Excel. Users with Excel will be able to open these documents, revealing their full, original content and functionality.
- *Publish to the Web.* Publish to the Web helps users select all or part of the worksheet to be converted to HTML, lets users choose whether to make it static HTML or interactive, and where to publish the resulting page. It helps users work with worksheet data, charts, PivotTable® dynamic views, query ranges, AutoFilter ranges, print ranges, or entire worksheets. When users publish from a workbook, the original document is kept intact in its Excel format. If changes are made to the document later, Excel remembers where it was published before and with what settings, making it easy to republish as often as needed.
- *Drag and Drop.* Tabular information can be copied from the browser and pasted or dragged and dropped into Excel with excellent results. It’s the easy, fast way to transfer and manipulate Web-based table data.

Rich Analysis Tools for Better Decision Making

Microsoft Excel 2000 gives users the ability to receive, analyze, and report on corporate data stored in IS-managed enterprise databases without costly IS involvement. Rich analysis tools, new Office Web Components and improved database connectivity in Excel 2000 enable users to access, analyze, track and respond to changing information.

- *PivotTable Views.* Excel 2000 improves PivotTable dynamic views in a number of ways. Perhaps the most significant is by improving the interface to make the power of PivotTable views more widely available. PivotTable views in general are much easier to create and use in Excel 2000. Whereas users had to use a dialog to make changes before, they can now add and remove fields directly in a worksheet. Clear “drop zones” provide cues to help position the fields, and a tree view lets users expand and contract specific items.
- *PivotTable AutoFormat.* PivotTable Autoformats make it easy for users to create great looking reports from their PivotTable views.
- *PivotChart™ Dynamic Views.* New PivotChart views give users the ability to create charts linked to PivotTable data, providing them with a new

visual tool for analyzing their data. PivotChart views refresh with data and update themselves as users move and manage fields in the PivotTable.

- *Queries*. Many users import data into Microsoft Excel through Database Queries, and analyze the data with formulas and formatting. In Excel 2000, users can insert columns within query tables, apply formulas and formatting, and when the data is refreshed, all of the formatting and analysis is retained.
- *Enhanced Web Queries*. The new Web Query Wizard makes it much easier to get data from the Web into Excel. This wizard takes users step-by-step through the process of bringing data from a Web page into Excel, helping them create the query file as they choose the Web page, the desired content, and the type of formatting desired. Web Query pages can be refreshed automatically on a scheduled basis.
- *Refreshable Text Import*. Through our research we have found that people bring all kinds of data into Excel for analysis, and the most common way to do that is with a text file. People have data on mainframes, terminal applications, and other sources, and use many different methods to get the data into the lowest common denominator, which is text. Bringing text data into Excel is a repetitive task. People import the data, format it, and add formulas and other features in order to analyze and present the information. Excel 2000 now includes a refreshable text query feature that lets users easily update the data from a text source while retaining formatting, formulas and other features.

Office Web Components

The Microsoft Office Web Components in Microsoft Excel 2000 give users analysis tools from Excel while working in a browser. Excel 2000 offers users a number of features designed to improve its function as a corporate reporting tool, using the Web as an easy interface for users.

- *Spreadsheet Component*. Enables users to enter text and numbers, create formulas, recalculate, sort, filter, and perform basic formatting by providing basic spreadsheet functionality in the browser. It supports frozen panes for keeping header rows and columns visible while scrolling through data, as well as in-cell editing and resizable rows and columns.
- *Charting Component*. This Component Object Model (COM) charting control provides interactivity and live updating as the underlying data (such as data entered in the Spreadsheet Component) changes.
- *PivotTable Component*. This component provides a dynamic way to view and analyze database information. It lets users browse report data, dynamically sort and filter it, group it by rows or columns, create totals, and drill down into the details behind the totals, and enables users to work efficiently with large or small amounts of data.

Connectivity to Enterprise Data

Corporations increasingly use Microsoft Excel to access their enterprise data. Excel 2000 responds by adding new support for server-based data access.

- *OLAP PivotTable Views.* This new functionality enables users to create PivotTable views against any OLEDB for OLAP provider, such as Microsoft SQL Server. The Microsoft OLEDB provider for DSS and the OLAP Cube Wizard in Microsoft Query can be used to create OLAP PivotTable views against any ODBC compliant data source.
- *OLEDB and ADO Support.* Excel 2000 supports OLEDB and ADO for better performance against SQL server and other OLEDB providers, giving users a simpler interface to their corporate data stored in SQL Server. Supporting ADO also means that developers have programmatic access to any OLEDB provider through Excel 2000.
- *Large Data Stores.* A client/server approach enables Excel 2000 to deal more effectively with large databases on the server. It only brings to the client the aggregate of the data that the user wants to see, not the entire data set. Excel 2000 also takes advantage of OLAP technology that stores data in a hierarchy. This more intuitive representation of data is provided in a Treeview attached to data field buttons on the worksheet.

Software that is Easy to Use and Manage

Getting more done in less time is the goal of every enterprise. Microsoft Excel 2000 contains a number of improvements that help make users more productive when performing common tasks.

- *List AutoFill.* One of the most common tasks an Excel user performs is extending an existing list. List AutoFill automatically extends the list's formatting and formulas, saving the user steps and helping to ensure greater accuracy (looks at cell above to see what formatting should be used and brings in formulas too).
- *See-through View.* Previous versions of Excel used inverse video to indicate a selection, making it difficult to see formatting that's applied to a selection. Excel 2000 lightly shades selected cells so users can make changes and see the results without repeatedly deselecting and reselecting the cells.
- *New Cursors.* Several new cursors have been provided within certain contexts to help users to identify what should be done. For example, when creating a formula that can accept cell references, the cursor changes to a light gray cell-like shape to encourage selection in the worksheet.
- *Charting.* Charting improvements in Excel 2000 include improved formatting (data labels, multi-level category axis and time-scale labeling, and user-definable value axis units) and PivotChart dynamic views (see PivotChart Dynamic Views in the Analysis Tools section, above).

- *Year 2000 Dates.* Excel 2000 has added additional date formats to make displaying four-digit years easier. Excel 2000 has two new administrator settings that make a year-2000 transition easier. The first setting allows users to set their own rules for what century a two-digit year falls under. The second setting ensures that if a user enters a date with a full four-digit year, the cell is formatted to show all four digits of the year. This setting is accessible through the System Policy Editor.

International Support

As the use of Office has spread across the globe, multinational companies require complete compatibility with the way they do business. Microsoft Excel 2000 adds to the worldwide usage features found in Office 2000 by providing support for the new Euro currency.

- *Euro Currency.* Excel 2000 supports the new Euro currency as a new currency format. It can display both the Euro symbol and the three-letter ISO code (EUR). That enables a user in Europe or the United States who does business with a European company or government to exchange spreadsheets with the most up-to-date currency values.

Conclusion

Microsoft Excel 2000 provides users with improved Web-enabled collaboration and information sharing, enhanced analysis tools, and software that is easy to manage and use. As a part of the Office 2000 application suite, it also shares a number of other features that introduce a new realm of functionality.

For more information: <http://www.microsoft.com/office/>



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