

Excel 2007 Intermediate

1 Day Course

Objectives

By the end of the day you will know how to:

- Use multiple workbooks
- Use advanced formatting
- Outline and subtotal
- Create and use names
- Use filters and lists
- Work with tables
- Work with the web
- Use advanced charting
- Use group features such as auditing
- Create and manage document templates

Prerequisites

You should have ideally attended our Excel Introduction level course, or have sufficient experience and understanding of Excel, especially a basic understanding of formulae.

Course Contents

Unit 1: Using multiple worksheets and workbooks

- Topic A: Using multiple workbooks
- Topic B: Linking worksheets with 3-D formulas
- Topic C: Linking workbooks
- Topic D: Managing workbooks

Unit 2: Advanced formatting

- Topic A: Using special number formats
- Topic B: Using functions to format text
- Topic C: Working with styles
- Topic D: Working with themes
- Topic E: Other advanced formatting

Unit 3: Outlining and subtotals

- Topic A: Outlining and consolidating data
- Topic B: Creating subtotals

Unit 4: Cell and range names

- Topic A: Creating and using names
- Topic B: Managing names

Unit 5: Lists and tables

- Topic A: Examining lists
- Topic B: Sorting and filtering lists
- Topic C: Advanced filtering

Topic D: Working with tables

Unit 6: Web and Internet features

- Topic A: Saving workbooks as Web pages
- Topic B: Using hyperlinks
- Topic C: Distributing workbooks

Unit 7: Advanced charting

- Topic A: Chart formatting options
- Topic B: Combination charts
- Topic C: Graphic elements

Unit 8: Documenting and auditing

- Topic A: Auditing features
- Topic B: Comments in cells and workbooks

Topic C: Protection

Topic D: Workgroup collaboration

Unit 9: Templates and settings

- Topic A: Application settings
- Topic B: Built-in templates
- Topic C: Creating and managing templates