

Microsoft
Excel 2007 – Intermediate

Introduction to the Course	It is essential that delegates have successfully completed the Excel 2007 Foundation courses, or have gained similar knowledge within the work environment.
Objectives	This course is designed to provide an existing Excel user with further knowledge about building formulas and functions, outlining worksheets, and linking and grouping data.

Course Content

<p>Review Skills A brief review of the New Excel environment A review of basic skills</p> <p>Formulas and Functions Data series 3D formulas Naming cells Relative and Absolute cell referencing Subtotals Using IF and Nested IF Functions Naming Cells And Creating 3D Names Applying Names To Formulas LOOKUP functions</p> <p>Formatting Conditional formatting Paste Special Custom Formatting</p> <p>Customising The Display Freezing and splitting worksheets Hiding and unhiding files, rows and columns</p> <p>Utilities The Watch Window Create Tables Table Formats</p>	<p>Charting Creating and formatting 2D and 3D charts Data Source Properties</p> <p>Setting Up / Editing Worksheets Inserting and clearing data Filtering</p> <p>Linking and Grouping Linking Worksheets Consolidating Worksheets</p> <p>Outlining Setting Manual And Automatic Outline Hiding And Displaying Outline Working With Visible Data Only</p> <p>Templates Create a Structured Template Add a Template Sheet</p> <p>Workbooks Using Multiple Books Displaying Multiple Books Setting Workbook Options</p>
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