

Microsoft Excel 2007 Intermediate Level

Course Objectives:

This course is designed for users of Microsoft Excel 2007 with some experience. Delegates will learn how to use Excel to improve the presentation of their spreadsheets, produce charts and work with multiple worksheets.

Prior Knowledge Required:

Delegates should have attended an Excel Introductory Level course or have equivalent knowledge.

Course Duration: 1 day

Introduction

- Revision Exercise
- Discussing Enhancements in Excel 2007

Conditional Logic

- Conditional Logic
- Nested IF Statements
- Multiple (Boolean) Conditions

Multiple Worksheets

- Creating and Using Templates
- Linking Worksheets and Workbooks
- Copying and Pasting Between Worksheets

Formatting a Worksheet

- Inserting and Deleting Rows and Columns
- Font Formatting
- Number Formatting
- Adjusting Column Widths & Row Heights
- Data Alignment
- Using Borders, Shading and Colours
- AutoFormat
- Creating Cell Notes
- Protecting Data

Producing Charts

- Creating Charts & Embedded Charts
- Formatting Charts

Lookup Tables

- Creating Lookup Tables
- Lookup Formulae

Outlining

- Creating an Outline
- Changing an Outline
- Using Styles in an Outline

Consolidation

- Consolidating Ranges from Different Files
- Using Links and Labels

Conditional Number Formatting

- Creating Number Formats
- Applying Conditional Formats



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