

Excel 2007 - Intermediate	
Overview	Students will learn further concepts and skills for using Excel 2007.
Pre-requisite	<p>Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC), Windows 2000 / XP / Vista equivalent knowledge.</p> <p>Excel 2007: Basic or equivalent knowledge</p>
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> • Link worksheets by using 3-D formulas; create and manage links between workbooks; and create a workspace. • Add borders and shading; apply special and custom number formats; work with date and time formats and functions; apply and modify styles; merge and split cells; and change the orientation of cells. • Create an outline and consolidate data; create subtotals in a list and use multiple subtotal functions. • Define and apply cell and range names; use names in formulas; and define and apply 3-D names. • Sort lists by columns; filter lists; create and format a table and add rows and columns; name tables; and create and use functions. • Insert and edit hyperlinks • Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; and share, merge, and track changes in a workbook. • Work with Excel templates; and create templates.

Topics covered in the comprehensive manual

Using multiple worksheets and workbooks

Linking worksheets by using 3-D formulas
Linking workbooks
Managing workbooks

Advanced formatting

Borders and shading
Using special number formats
Working with dates
Working with styles
Other advanced formatting

Outlining and subtotals

Outlining and consolidating data
Creating subtotals

Cell names

Creating and using names
Using names in multiple worksheets

Lists and tables

Examining lists
Sorting and filtering lists
Advanced filtering
Working with tables

Web features

Saving workbooks as Web pages
Using hyperlinks
Sending workbooks via e-mail

Advanced charting

Chart formatting options
Combination charts
Graphic elements

Documenting and auditing

Auditing features
Comments in cells and workbooks
Protection
Workgroup collaboration

Templates and settings

Application settings
Built-in templates
Creating and managing templates