

Excel 2007 Intermediate

Course Duration: One Day (9.00 am - 4.00 pm)

Aim

This course builds on your current skills in using spreadsheets. You will learn how to use styles, custom formats and conditional formatting, perform more advanced calculations and work with multiple worksheets and workbooks. Excel's charting options are covered in depth learning how to create and edit charts; modify chart options and format chart objects.

Prerequisites

Excel 2007 Introduction or equivalent knowledge.

Outline

Working with Styles & Formats

Working with Styles

Creating Custom Number Formats

Conditional Formatting

- Highlight Cells Rules
- Data Validation
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets

Performing Calculations

Formulas

- Entering Formulas
- Formula Updating
- Revising Formulas
- Relative, Absolute & Mixed Formulas

Functions

- IF Function
- Lookup Function
- Round Function
- Date Function
- COUNTIF Function

Working with Multiple Worksheets and Workbooks

Working Across Worksheets & Workbooks

- Moving or Copying Sheets to other Workbooks
- Filling Across Worksheets
- Save Workbooks to a Workspace

3-D Reference

Consolidate Data in Multiple Worksheets

- Consolidate by Position
- Consolidate by Category
- Consolidate by Formula

Linking Information between Workbooks

Hyperlinks

Working with Charts

Creating Charts

Pie Charts

Change the Layout or Style of a Chart

Add or Remove Titles or Data Labels

Show or Hide a Legend

Display or Hide Chart Axes or Gridlines

Move or Resize a Chart

Save a Chart as a Template

Previewing & Printing a Chart

