

Microsoft Office

Excel 2007 1-Day Intermediate Course

The topics listed below are included in a standard Microsoft Excel 2007 Intermediate Training Course. On request, we will tailor client specific intermediate courses to meet your requirements, please contact us for further details.



COURSE OUTLINE

Basic Functions

SUM, COUNT, COUNTA, AVERAGE,
MAX, MIN, ROUND
Auto functions
ROUND function
Function Library
Insert Function Wizard

Relative and Absolute Formulae

Relative and absolute references
What If Analysis

Range Names

Scope
Create Name Methods
Name Manager
Edit Range Names
Delete Range Names
Range Names in Formulas
Define Variables

Logical and lookup functions

Testing Conditions in Cells
IF, COUNTIF, SUMIF, VLOOKUP

Introduction to Charts

Composition of Charts
Methods of Display
Create a chart
Edit a chart
Delete an embedded chart
Create multiple embedded charts
Place a chart on a chart sheet
Place multiple charts on a chart sheet
Shortcut key method

Database Features

Database terms
Sorting data
Excel tables
Filtering data
Subtotals
PivotTables
PivotCharts

Workbook Management

Group editing
Move and copy worksheets
Splitting/freezing panes
View several sheets of one workbook
in multiple windows
View several workbooks in multiple
windows

Who Should Attend

Microsoft Excel users who have completed an Introduction Course, or who have a good basic understanding of Excel and wish to increase and widen their knowledge.