

Microsoft Office Excel 2007 (Intermediate)

IN BRIEF

Delivery: Instructor Led

Duration: 1 day

Class size: 10 Students Max.

Inclusions: Microsoft Excel 2007 expert instructor, comprehensive course manual, individual computer access and refreshments.

Audience: This course is intended for current Microsoft Excel users who wish to extend their knowledge and skills beyond simple workbooks.

Prerequisites: This course is designed for current Microsoft Excel users who can build basic workbooks. It is assumed that the user will know how to create and save a workbook and print data.

Products Covered:
Microsoft Office Excel 2007

Further Training:
Microsoft Office Excel 2007 (Advanced)

Course Description

This one day, instructor-led course covers aspects of Microsoft Excel beyond building basic workbooks and deals with functions and templates. It includes areas such as records, fields and tables; protecting your workbook, and using Excel with other programs.

Objectives

At the completion of this courseware participants will be able to:

- use templates and formulas in a range of functions
- protect your workbook
- use advanced filters to analyse data in a list
- use goal seeking to determine the values required to reach a desired result
- create, use and modify data tables
- summarise data using subtotals and relative range naming

Topics Covered

Using my computer within Excel

Using the my places toolbar
Changing views

Saving your files

File formats
File properties
Autorecover
Upgrading a workbook

Using templates

Downloading a template
Creating a template
Using formulas in Excel
Relative and absolute cell references
Basic mathematical operators
Using formulas with multiple cell references
The formula auditing buttons
Fixing formula errors
Displaying and printing formulas

Using functions in Excel

Inserting functions
Finding the right function
Using functions and autofill to perform
Using the if function
Working with nested functions

Working with names and ranges

Defining and using range names
Selecting nonadjacent ranges
Using autocalculate

Working with array formulas

Using basic array formulas
Using functions with array formulas
Using the if function in array formulas

Working with tables

Creating and modifying tables
What is the total row?

Working with records and fields

Adding fields by inserting columns
Adding records by inserting rows
Quickly adding records to a data table
Deleting records or fields

Working with tables and filters

Sorting data in a table
Autofilters
Using an advanced filter
Copying filtered records

Using Excel as a database

Filtering with wildcard characters
Validating your data

What are database functions?

Customizing your workbook

Inserting a symbol or special character
Adding and editing shapes
Creating and altering diagrams
Incorporating text and adding effects
Adding a signature line
Adding Wordart to your spreadsheet
Changing the font and outline color

Working with text boxes

Adding and selecting a text box
Manipulating and formatting a text box

Clipart

Finding and inserting clipart
Manipulating clipart
Inserting a photographic image

Using objects

Creating and editing new embedded objects
Embedding existing files
Embedding parts of files

Protecting your workbook

Unlocking cells
Protecting your Excel files

Finishing your workbook

Using the document inspector
Using the compatibility checker
Marking a workbook as final

Using Excel in Word

Linking Excel data in a Word document
Modifying Excel data after insertion
Insert an Excel chart into a Word document

Using Excel and Access

Linking an Excel workbook to Access Database
Importing data from Access
Transforming a workbook into an database

Using Excel with other programs and files

Using Outlook to send Excel data
Importing data from a Text File
Importing data from External Data Sources
Publishing a workbook as a pdf file
Faxing a workbook