



# Intermediate/Advanced Microsoft Excel 2007

Two-Day Course

Windows

## Course Overview:

This course is a continuation from the Excel 2007 Introduction course. At the end of this course, you will feel confident to use the following Excel features.

## Course Content:

### Productivity

- Learn how you can take advantage of the new increased limits that Excel now provides you when creating a worksheet and workbook.
- Get acquainted with the new Microsoft Office Button, Ribbon and Menus and also learn how to customize the Quick Access Toolbar.
- Create an absolute cell reference for sales commission or exchange rates.
- Use range names to quickly go to a range or use the range name in a formula.
- Identify trends in your data using the improved conditional formatting features.
- Insert cell comments to make your work easier to review.

### Advanced Functions

- Discover the improvements that have been made to formula writing.
- Use the IF, COUNTIF, SUMIF, ROUND, TODAY and VLOOKUP functions.
- Nest functions such as the SUM function with the IF function.

### List Management

- Apply the new themes and styles to help you create a unified design within your workbook.
- Add records directly on the worksheet or use the Data Form.

- Analyze your data more efficiently using the improved sorting command.
- Create a custom sort order list and use it.
- Analyze your data more efficiently using the new filtering by colour capabilities.
- Use the Subtotal command.
- Create an automatic Outline to see only subtotal and grand totals.

### Workbook Management

- Work with multiple worksheets and consolidate data.
- Protect parts of or the entire worksheet and also protect the workbook.

### Eliminate Repetitive Tasks

- Get an introduction on how to create and use Macros.
- Create a template for files you use frequently.

### Graphics and Charts

- Explain your Excel data more effectively using the new SmartArt Graphics.
- Show your data with the new enhanced chart layouts and styles to make charts more lively and informative.

### Introduction to Pivot Tables

- Learn how to quickly create a pivot table to summarize, organize, analyze and compare large amounts of data.

### Optional: Track Changes

- Learn how you can keep track of any revisions made to a workbook whether you or another person make the revision.