

Course Outline

Microsoft Excel Intermediate



Duration: 1 day (6 hours)

Learning Objectives:

- Link worksheets by using 3-D formulas; add a Watch window; create and manage links between workbooks; and create a workspace.
- Apply special and custom number formats; control the display of zero values; use functions to format text; create, apply, and modify styles; apply and modify themes; merge and split cells; change the orientation of data in cells; transpose data; and add background color and a watermark.
- 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 based on complex criteria and copy filtered results to another range; create and format a table and add rows and columns; apply structured referencing; name tables; and create functions with [#This row].
- Save and publish a worksheet as a Web page; insert and edit hyperlinks; publish a worksheet as a PDF file, and send a worksheet as an e-mail attachment.
- Format data points; create combination charts and trendlines; and add and format graphic elements.
- Use auditing features; add comments to cells and workbooks; protect a worksheet or part of a worksheet; share, merge, and track changes in a workbook; find and remove hidden and personal data from a workbook; and mark a workbook as final.
- Change Excel's default application settings; work with Excel templates; and create and manage templates.

Certification Track

This course is designed to help you pass the Microsoft Certified Application Specialist exam for Excel 2007. For comprehensive certification training, you should complete all of the following courses: Excel 2007: Basic, Excel 2007: Intermediate and Excel 2007: Advanced.

Target Audience:

Before taking this course, you should be comfortable using a personal computer and Microsoft Windows XP or later. You should have some experience using Microsoft Excel. You will get the most out of this course if your goal is to become proficient in such tasks as consolidating data, using advanced chart formatting options, sorting and filtering lists, using special formatting options, using templates, using error tracing features, protecting worksheets, and linking worksheets and workbooks.

Prerequisites:

Before taking this course, you should be familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that you've completed the Excel 2007: Basic course or have equivalent experience

Topics Covered:

- Using multiple worksheets and workbooks
 - Using multiple workbooks
 - Linking worksheets with 3-D formulas
 - Linking workbooks
 - Managing workbooks
- Advanced formatting
 - Using special number formats
 - Using functions to format text
 - Working with styles
 - Working with themes
 - Other advanced formatting
- Outlining and subtotals
 - Outlining and consolidating data
 - Creating subtotals
- Cell and range names
 - Creating and using names
 - Managing names
- Lists and tables
 - Examining lists
 - Sorting and filtering lists
 - Advanced filtering
 - Working with tables
- Web and Internet features
 - Saving workbooks as Web pages
 - Using hyperlinks
 - Distributing workbooks
- 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