



Microsoft Excel Intermediate

Duration: 5 half-days (15 hours)

Objectives

In this intermediate-level course, you will use Microsoft® Office Excel® 2007 to streamline and enhance your spreadsheets with templates, charts, graphics, and formulas, which will allow the data to be analyzed in a variety of formats.

Target Audience

The target students for this course are students who desire to gain the skills necessary to create templates, sort and filter data, import and export data, analyze data, and work with Excel on the web.

Prerequisite

Some knowledge of basic spreadsheets; familiarity with the Microsoft Office work environment; an understanding of the Internet and web-page functionality.

Course Outline

Part 1: Using multiple worksheets and workbooks

- Using multiple workbooks
- Copying a worksheet to another workbook
- Linking worksheets with 3-D formulas
- Creating 3-D formulas
- Adding a Watch window
- Linking workbooks
- Examining external links in a worksheet
- Creating external links in a worksheet
- Editing links
- Managing workbooks
- Creating a workspace



Part 2: Advanced formatting

- Using special number formats
- Applying special formats
- Controlling the display of zero values
- Creating custom formats
- Using functions to format text
- Using PROPER, UPPER, and LOWER
- Working with styles
- Creating and applying styles
- Modifying styles
- Working with themes
- Changing to a different theme
- Saving new colors and themes
- Other advanced formatting
- Merging cells
- Changing the orientation of text in a cell
- Splitting cells
- Transposing data during a paste
- Adding and deleting backgrounds
- Adding a watermark

Part 3: Outlining and subtotals

- Outlining and consolidating data
- Creating an outline
- Using the Consolidate command
- Creating subtotals
- Creating subtotals in a list
- Using multiple subtotal functions

Part 4: Cell and range names

- Creating and using names
- Naming and selecting ranges
- Using names in formulas



- Using the Create from Selection command
- Applying names to existing formulas
- Managing names
- Modifying and deleting named ranges
- Defining and applying 3-D names

Part 5: Lists and tables

- Examining lists
- Examining the structure of a list
- Sorting and filtering lists
- Sorting a list
- Filtering a list by using AutoFilter
- Using cell color and attributes to sort and filter data
- Advanced filtering
- Using Custom AutoFilter criteria
- Using the Advanced Filter dialog box
- Copying filtered results to another range
- Working with tables
- Creating a table
- Formatting a table
- Adding and deleting rows and columns
- Applying structured referencing
- Naming tables
- Creating functions with [#This row]

Part 6: Web and Internet features

- Saving workbooks as Web pages
- Making Web commands available
- Saving a workbook as a Web page
- Using the Publish as Web Page dialog box
- Using hyperlinks
- Inserting and editing hyperlinks
- Distributing workbooks



- Saving a workbook as a PDF file
- Using e-mail to share a workbook

Part 7: Advanced charting

- Chart formatting options
- Adjusting the scale of a chart
- Formatting a data point
- Combination charts
- Creating a combination chart
- Creating a trend line
- Graphic elements
- Adding graphic elements
- Formatting a graphic element
- Adding a picture to a worksheet

Part 8: Documenting and auditing

- Auditing features
- Tracing precedent and dependent cells
- Tracing errors
- Comments in cells and workbooks
- Viewing comments in a worksheet
- Adding a comment to a cell
- Adding comments to a workbook
- Protection
- Password-protecting a worksheet
- Protecting part of a worksheet by unlocking cells
- Restricting permissions to a workbook
- Workgroup collaboration
- Sharing a workbook
- Merging workbooks
- Tracking changes in a workbook
- Using the Document Inspector
- Marking a workbook as final



Part 9: Templates and settings

- Application settings
- Built-in templates
- Using a downloaded template
- Creating and managing templates