

Microsoft Excel 2007 - Intermediate

General Description

Analyse data using a variety of functions, apply conditional formatting, manage multiple sheet workbooks and enhance the structure and formatting of charts.

Learning Outcomes

- Fill a series, use fill options and create a custom fill list
- Move cell contents within a worksheet, to other worksheets and to other workbooks
- Develop nested functions, use concatenation and paste values from formulas
- Use the IF, IFERROR, AND, OR and NOT logical functions
- Create custom data formats and apply a variety of built-in currency, date and time formats
- Format cells with conditional formatting options including data bars, colour scales and icon sets
- Apply quick borders to cells and use the More Borders option
- Insert and delete cells, rows and columns, change worksheet views and adjust screen options
- Copy worksheets, hide rows and columns, split windows and freeze rows and columns
- Find and replace text, values and formatting
- Use built-in margins, set custom margins, change orientation, set a print area and scale printouts
- Sort lists of data alphabetically and numerically based on one or more columns
- Filter data in lists using compound and custom filters
- Enhance charts with titles, data labels, error bars and drawn shapes
- Format chart text using basic formatting, WordArt styles and text effects

Duration

One Day

Prerequisite

Basic understanding of Microsoft Excel

Topics

Filling Data

Moving Data

Formula Techniques

Logical Functions

Number Formatting Techniques

Conditional Formatting

Applying Borders

Working with a Worksheet

Worksheet Techniques

Finding and Replacing

Page Setup

Sorting Data

Filtering Data

Charting Techniques

Chart Text Formatting