



Intermediate Microsoft Excel 2007

About the Course

Designed for

Aimed at users who wish to take themselves one step further in the use of Microsoft Excel. This course provides candidates with practical experience of the topics listed in the course outline. On completion, candidates should have an excellent knowledge of the basic concepts and a working knowledge of some advanced features.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

Those attending should have a basic understanding of Microsoft Excel to an introductory level, be competent Windows users and be familiar with the basics of file and disk management.

Course Material

A large part of each course is spent with a set of specially prepared exercises and projects so that those attending gain firm foundations through their own practical experience. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration

This training program is one day in duration and is run on a customised basis only.

Course Outline

MANIPULATING DATA, & NAMED RANGES

- Paste Special
- Importing text
- Naming cell range(s) in a worksheet
- Named ranges within formulas
- Creating subtotals
- Removing subtotals

TEMPLATES

- Using templates
- Creating templates
- Opening and editing templates

FORMATTING & DISPLAY TECHNIQUES

- Formatting tables
- Using conditional formatting
- Creating custom number formats
- Freezing columns and rows
- Hiding and un-hiding rows and columns
- Hiding and un-hiding worksheets

SORTING AND QUERYING DATA

- Sorting internal Excel database lists
- Custom sort options
- Using AutoFilter to query data
- Multiple queries
- Removing filters
- Top 10 AutoFilter
- Filtering unique records
- Advanced Filter

LINKING & CONSOLIDATING DATA

- Linking individual cells within a worksheet
- Linking charts to data within a worksheet
- Linking a cell range on one worksheet to another worksheet
- Linking data on one worksheet to a chart in another
- Linking data from one workbook to another
- Linking a chart from one workbook to another
- Copying data from Excel into a Word document
- Linking data from Excel into a Word document
- Copying a chart from Excel into a Word document
- Linking a chart from Excel into a Word document
- Consolidating data over several worksheets or worksheet pages

CHARTS FORMATTING TECHNIQUES

- Changing the angle of pie chart slices
- Formatting the chart axis fonts
- Formatting the chart axis scales
- Formatting the chart axis text orientation
- Creating and positioning a chart title
- Re-positioning a chart legend
- Re-positioning chart data labels

CHARTS Continued

- Exploding the segments within a pie chart
- Deleting a data series within a chart
- Adding a data series to a chart
- Modifying the chart type for a defined data series
- Widening the gap between columns / bars within a 2-D chart
- Inserting an image into a 2D chart (as a background)
- Inserting an image into a 2D chart (to format a column or bar of data)

PROTECTION AND SECURITY

- Specifying a password for opening a workbook
- Using the "read-only recommended" option
- Removing a password from an Excel workbook
- Protecting a worksheet or worksheet elements
- Removing workbook protection
- Allowing selective editing of a protected worksheet