

SOFTWARE TRAINING CENTER

Excel 2007- Intermediate

Duration: 1 Day

Course Overview:

This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts, analyzing and organizing data, and working with Charts. You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding tables.

Who Should Attend: Anyone with basic Excel 2007 knowledge who desires to utilize some of the advanced tools and features of Excel 2007.

Prerequisites: Before starting this course, students are recommended to take the Excel 2007 Introduction course or have equivalent knowledge.

Course Outline:

More Functions and Formulas

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Defining Names
- Using and Managing Defined Names
- Displaying and Tracing Formulas
- Understanding Formula Errors

Working with Data Ranges

- Sorting by One Column
- Sorting by Multiple Columns
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using an Advanced Filter

Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating & Formatting a PivotTable
- Creating a PivotChart

Working with Tables

- Creating a Table
- Working with Table Size
- Working with the Total Row & Table Data
- Summarizing a Table with a PivotTable
- Using the Data Form & Table Styles
- Creating Custom Table Styles
- Convert or Delete a Table

Analyzing and Organizing Data

- Creating Scenarios
- Creating a Scenario Report
- Working with Data Tables
- Using Goal Seek
- Using Solver
- Using Data Validation
- Using Text to Columns
- Removing Duplicates
- Grouping and Outlining Data
- Using Subtotals
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas

Creating and Working with Charts

- Creating a Chart
- Resizing and Moving a Chart
- Changing Chart Type
- Applying Built-in Layouts and Styles
- Working with Chart Labels
- Working with Chart Axes
- Working with Chart Backgrounds
- Working with Chart Analysis
- Formatting Chart Elements
- Changing a Chart's Source Data
- Using Chart Templates