

Excel 2007: Intermediate

1 day

Description

This ILT Series course builds on the skills and concepts taught in Excel 2007: Basic. Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates.

Designated as Approved Courseware for the Microsoft Certified Application Specialist program, this course will help students prepare for the Excel 2007 exam (77-602). For comprehensive certification training, students should complete Excel 2007: Basic, Intermediate, and Advanced.

Prerequisites

- *Windows XP: Basic* or *Windows Vista: Basic*
- *Excel 2007: Basic*

Course Outline

Unit 1: Using multiple worksheets and workbooks

Topic A: Using multiple workbooks
Topic B: Linking worksheets with 3-D formulas
Topic C: Linking workbooks
Topic D: Managing workbooks

Unit 2: Advanced formatting

Topic A: Using special number formats
Topic B: Using functions to format text
Topic C: Working with styles
Topic D: Working with themes
Topic E: Other advanced formatting

Unit 3: Outlining and subtotals

Topic A: Outlining and consolidating data
Topic B: Creating subtotals

Unit 4: Cell and range names

Topic A: Creating and using names
Topic B: Managing names

Unit 5: Lists and tables

Topic A: Examining lists
Topic B: Sorting and filtering lists
Topic C: Advanced filtering
Topic D: Working with tables

Unit 6: Web and Internet features

Topic A: Saving workbooks as Web pages
Topic B: Using hyperlinks
Topic C: Distributing workbooks

Unit 7: Advanced charting

Topic A: Chart formatting options
Topic B: Combination charts
Topic C: Graphic elements

Unit 8: Documenting and auditing

Topic A: Auditing features
Topic B: Comments in cells and workbooks
Topic C: Protection
Topic D: Workgroup collaboration

Unit 9: Templates and settings

Topic A: Application settings
Topic B: Built-in templates
Topic C: Creating and managing templates