

General Course Information

General Description: Microsoft Excel 2007 Intermediate is the second of a *3-Level* study program for Microsoft Excel 2007. This level extends the learner's basic knowledge of Excel and provides the learner with skills and knowledge to produce more effective and productive workbooks. It covers formulas and function techniques, more intricate formatting, setting complex printing options, using intricate charting features, and working more effectively with existing worksheets and workbooks.

Learning Outcomes: At the completion of Microsoft Excel 2007 Intermediate, you should be able to:

- Use the fill operations available to fill a data series
- Move the contents of cells and ranges within and between workbooks
- Use a range of formula techniques
- Use a range of logical functions
- Apply a range of number formatting techniques to data
- Apply conditional formatting to ranges in a worksheet
- Apply borders to cells and ranges
- Work with various elements of a worksheet
- Use a range of techniques to work with worksheets
- Use a range of find and replace techniques
- Apply a variety of page setup techniques
- Sort data in a list in a worksheet
- Filter data in a table
- Use a range of techniques to enhance charts
- Apply formatting techniques to text on charts

Target Audience: Microsoft Excel 2007 Intermediate is designed for existing users of Excel who would like to expand their skills and knowledge and learn more of the techniques associated with creating better and more productive workbooks.

Prerequisites: Microsoft Excel 2007 Intermediate assumes the learner has the skills and knowledge required to create, edit, print and chart simple worksheets. Understanding ranges and the copying process is important. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Course Material: Full course material is supplied for use during the course and future reference (178 pages). Excellent reference material for during and after the course.

Duration: One day

Methodology: A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Cost: Cost per participant is \$260.00 (GST Inc) which includes the training manual, all materials, refreshments and lunch.
Minimum class size of 4, maximum of 8.

Course Information

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1. Filling Data

1. Filling a series
2. Filling a growth series
3. Filling a series backwards
4. Filling using Options
5. Creating a custom fill list
6. Modifying a custom fill list
7. Deleting a custom fill list

2. Moving Data

1. Understanding moving in Excel
2. Moving cells and ranges
3. Moving data to other worksheets
4. Moving data to other workbooks

3. Formula Techniques

1. Scoping a formula
2. Developing a nested function
3. Creating nested functions
4. Editing nested functions
5. Copying nested functions
6. Using Concatenation
7. Switching to manual recalculation
8. Forcing a recalculation
9. Pasting values from formulas
10. Pasting formulas as pictures

4. Logical Functions

1. Using IF to display text
2. Using IF to calculate values
3. Nesting IF functions
4. Using IFERROR
5. Using TRUE and FALSE
6. Using AND
7. Using OR
8. Using NOT

5. Number Formatting Techniques

1. Using alternate currencies
2. Formatting dates
3. Formatting time
4. Creating custom formats

6. Conditional Formatting

1. Formatting cells containing values
2. Clearing conditional formatting
3. More cell formatting options
4. Top ten items
5. More top and bottom formatting options
6. Working with data bars
7. Working with colour scales
8. Working with icon sets

7. Applying Borders

1. Applying a border to a cell
2. Applying a border to a range
3. Applying a bottom border
4. Applying top and bottom borders
5. Removing borders
6. The more borders option
7. Using the more borders option

8. Working with a Worksheet

1. Changing worksheet views
2. Worksheet zooming
3. Viewing the formula bar
4. Viewing the gridlines
5. Viewing the ruler
6. Inserting cells
7. Deleting cells
8. Inserting columns
9. Inserting rows
10. Deleting rows and columns
11. Switching between worksheets

9. Worksheet Techniques

1. Inserting and deleting worksheets
2. Copying a worksheet
3. Renaming a worksheet
4. Moving a worksheet
5. Hiding a worksheet
6. Unhiding a worksheet
7. Copying a worksheet to another workbook
8. Moving a worksheet to another workbook
9. Changing worksheet tab colours
10. Grouping worksheets
11. Hiding rows and columns
12. Unhiding rows and columns
13. Freezing rows and columns
14. Splitting windows

10. Finding and Replacing

1. Finding text
2. Finding cell references in formulas
3. Replacing values
4. Using replace to change formulas
5. Replacing within a range
6. Finding formats
7. Finding constants using Go To Special
8. Finding formulas using Go To Special
9. Finding the current region
10. Finding the last cell

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11. Page Setup

1. Using built in margins
2. Setting custom margins
3. Changing margins by dragging
4. Centring on a page
5. Changing orientation
6. Specifying the paper size
7. Setting the print area
8. Clearing the print area
9. Inserting page breaks
10. Using page break preview
11. Removing page breaks
12. Setting a background
13. Clearing the background
14. Setting rows as repeating print titles
15. Clearing print titles
16. Printing Gridlines
17. Printing headings
18. Scaling to a percentage
19. Fit to a specific number of pages
20. Strategies for printing larger worksheets

12. Sorting Data

1. Performing an alphabetical sort
2. Sorting on more than one column
3. Sorting by rows
4. Sorting numbered lists

13. Filtering Data

1. Applying and using a filter
2. Clearing a filter
3. Creating compound filters
4. Multiple value filters
5. Creating custom filters
6. Using Wildcards

14. Charting Techniques

1. Adding a chart title
2. Adding axes titles
3. Positioning the Legend
4. Showing data labels
5. Showing a data table
6. Modifying the axes
7. Showing gridlines
8. Formatting the plot area
9. Showing the plot area
10. Adding a trendline
11. Adding error bars
12. Adding a text box to a chart
13. Drawing shapes in a chart

15. Chart Text Formatting

1. Using font formatting and alignment
2. Using WordArt styles
3. Changing text fill
4. Changing text outline
5. Changing text effects

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