

Course EXC0702: Microsoft Excel 2007 – Intermediate Level

One Day, Instructor Led

Prerequisites

- Excel 2007 - Basic

Course Details

Unit 1: Multiple worksheets and workbooks

- Using multiple workbooks
- Linking worksheets with 3-D formulas
- Linking workbooks

Unit 2: Advanced formatting

- Using special number formats
- Using functions to format text
- Working with styles

Unit 3: Outlining and subtotals

- Outlining and consolidating data
- Creating subtotals

Unit 4: Cell and range names

- Creating and using names
- Managing names

Unit 5: Lists and tables

- Examining lists
- Sorting and filtering lists
- Advanced filtering

Unit 6: Web and Internet features

- Saving workbooks as Web pages
- Using hyperlinks
- Distributing workbooks

Unit 7: Advanced charting

- Chart formatting options
- Combination charts

Unit 8: Documenting and auditing

- Auditing features
- Protection
- Workgroup collaboration

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes