

Course outline for MS Excel 2007 - Intermediate level

MANIPULATING DATA

- Paste Special Techniques
- Importing a text file and delimiting

TEMPLATES

- Using, creating, opening a template
- Editing a template

NAMED RANGES

- Naming cell range(s) in a worksheet
- Navigating using named ranges
- Creating named ranges automatically based on cell values

ADVANCED FORMATTING

- Cell Styles
- Table Styles
- Conditional Formatting cells
- Conditional formatting a row
- Custom number formats
- Freezing row and column titles
- Hiding and un-hiding rows and columns
- Hiding / un-hiding worksheets

SORTING AND FILTERING DATA

- Sorting data
- Custom sorts
- Using AutoFilter
- Using advanced query / filter options

CHARTS

- Creating a column chart
- Creating a line chart
- Creating a bar chart
- Creating a pie chart
- Resizing & deleting a chart
- Formatting chart elements
- Changing the chart type
- Copying and moving charts
- Changing pie slice angles
- Formatting axis fonts and scales
- Chart title
- Chart legend
- Modifying a data series in a chart
- Adding trend lines
- Two axis charts

FUNCTIONS

- What is a function?
- Sum function
- Average function
- Max and min function
- Count function
- IF functions

WORKSHEET SETUP

- Freezing row and column titles
- Worksheet margins
- Worksheet orientation
- Worksheet page size
- Headers and Footers



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Word, Project, Access, Excel, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint