



Microsoft Excel 2007 Intermediate

This one day course will enable you to use Microsoft Excel 2007 in the workplace at an intermediate level. This course is aimed at competent users of Microsoft Excel who wish to build upon their basic skills. You should have sufficient experience of creating a spreadsheet with simple formulae and basic functions such as sum, average, min and max.

Course Content

Managing Worksheets & Workbooks

- Splitting Panes
- Freezing Panes
- Managing Worksheets
- Moving and Copying Worksheets
- Linking worksheets with 3D formulas
- Linking Workbooks

Advanced Formatting

- Text Orientation
- Custom Format Text
- Custom Format Numbers
- Custom Format Dates
- Apply Conditional Formatting
- Working with Styles
- Working with Themes
- Using Paste Special

Lists and Tables

- Sorting Lists
- Filtering a List
- Advanced Filtering
- Working with Tables

Outlining and Sub Totals

- Outlining Data
- Creating Sub totals

Using Functions

- Review of creating a Formula
- Use the IF Function
- Use Statistical Functions
- Use Text Functions
- Use Date Functions

Cell and Range Names

- Create a Named Range
- Apply Range Name to a Formula
- Managing Names

Advanced Charts

- Changing Chart Types
- Format the Legend
- Format Data Labels
- Apply Chart and Axis Titles
- Print Chart

Please contact business@newbury-college.ac.uk or telephone 01635 845229 to book a place