

Training Course Specification

Course: Microsoft Excel 2007 Level 2: Intermediate

Duration: One-Day

COURSE OBJECTIVES:

- Using multiple worksheets, workbooks and workspaces
- Working with Financial functions
- Use advanced formatting techniques
- Using the Auditing Tools to track information
- Using charts to display financial data
- Using Macros to automate your work environment
- Use Templates

WHO SHOULD ATTEND:

This course takes users to a high level of knowledge using financial topics available in Excel such as Financial functions, auditing and Charts.

EXPERIENCE NEEDED:

Delegates should have an understanding of any of the following operating systems: Windows 2000 or above
Delegates should have a good understanding of Microsoft Excel or alternatively should have attended our Essentials course.

DISCLAIMER: This course material is written as a guide and structure for an instructor-led course. It does not guarantee the course delegate or participant will learn and it does not guarantee the participant will be able to apply the components of this course de facto. That is the responsibility of the instructor and also depends on the course participant as well. The participant is likely to

COURSE CONTENT

1: Using Multiple Worksheets and Workbooks

Using Multiple Worksheets
Inserting New Worksheets
Renaming Worksheets
Deleting Worksheets
Creating Multiple Views
Freezing Panes
Viewing and Arranging Multiple Worksheet Windows
Navigating in Multiple Workbooks
Selecting and Viewing Multiple Workbooks
Creating and Opening a Workspace
Managing Multiple Worksheets and Workbooks
Selecting Multiple Worksheets
Moving and Copying Data between Worksheets
Linking Data Between Worksheets
Creating a 3-D Formula

3: Advanced Functions

Creating and Using Functions
Using Built-in Functions
Working with Arguments: The PMT Function
Using Dates and Times
Using Dates in Calculations
Using Nested Functions
Auditing Worksheets
Identifying the Auditing Commands
The Watch Window
The Formula Evaluator
Tracing and Correcting Worksheet Errors

2: Charting

Using Charts
Creating a Chart
Changing Chart Type, Style and Chart Sub-Type
Changes to the Chart Source Data
Add data to an existing chart
Change the data in an existing chart
Remove data from a chart
Managing Chart Objects
Moving and Resizing Chart Objects
Deleting Chart Objects
Adding Data Series and Objects to a Chart
Changing the Chart Type
Formatting Chart Objects
Printing Charts

4: Advanced Formatting

Using Comments in a Worksheet
Reviewing, Showing, and Hiding Comments
Deleting a Comment
Working with Styles
Applying a Style
Modifying Existing Styles
Using Format Painter
Creating Custom Number Formats
Applying an AutoFormat (Table Format)
Conditional Formats
Clear conditional formats

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